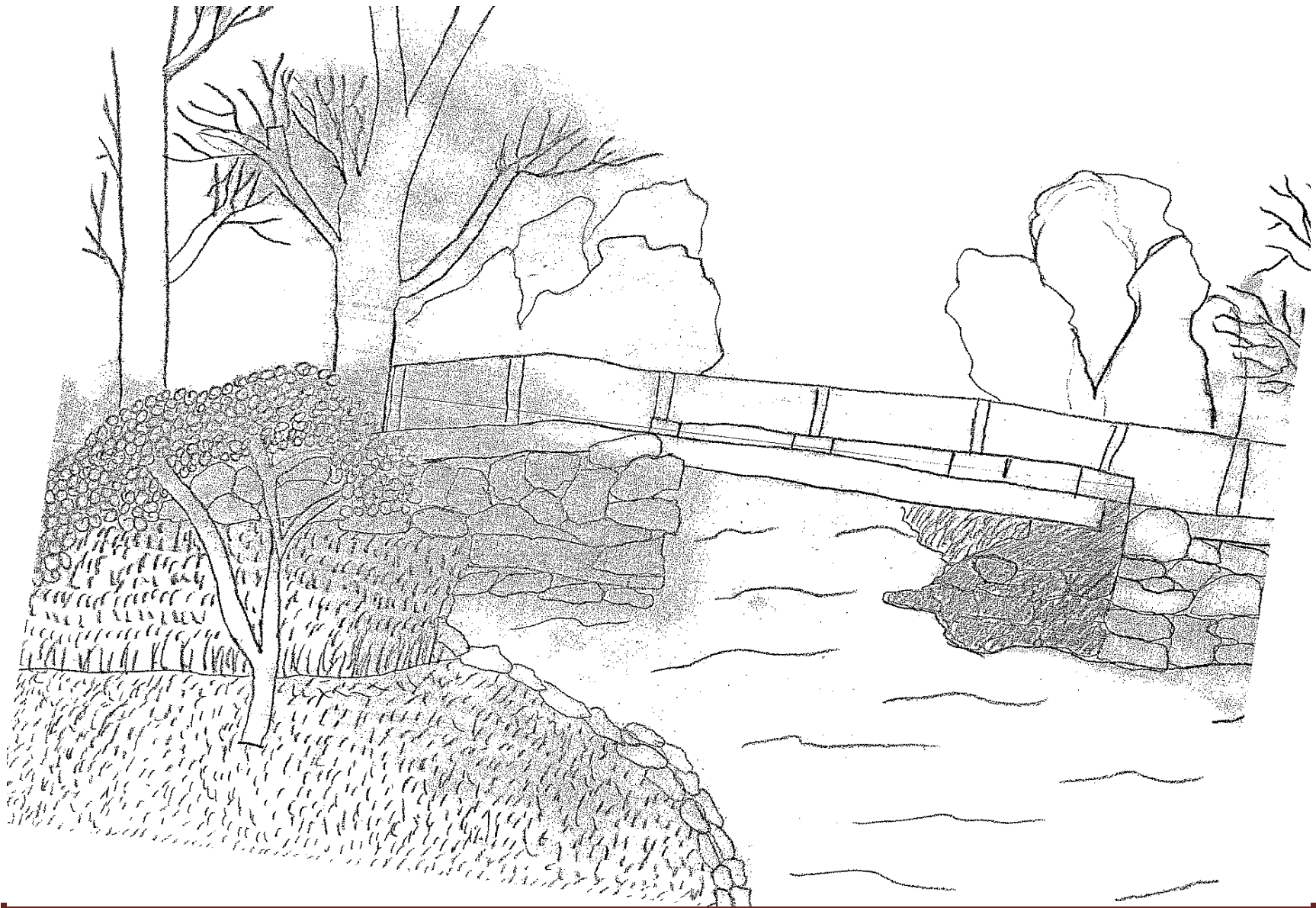


# Town of Auburn

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**2013 Annual Report**

### **Cover**

Artwork done by T.J. Farrell, a student at Auburn Village School. T.J. has been awarded first place judged from a total of thirteen entries. Three other contestants, Maggie Vaillancourt, Taylor Dudek, and Lauren Sylvain were also awarded second position. Their artwork can be viewed starting on page 99.

# ***2013 ANNUAL TOWN REPORT***

*and*

# ***2014 TOWN WARRANT & BUDGET***

Population	5,082
Registered Voters	3,762
2013 Net Property Valuation	\$617,392,456
2013 Tax Rate	\$19.59

**AUBURN, NEW HAMPSHIRE**

[www.auburnnh.us](http://www.auburnnh.us)

## In Memoriam



### C. Donald Stritch

Auburn School Board  
1961 -1967  
Budget Committee  
1962 -1963, 1965  
Planning Board  
1974 -1976  
Longmeadow Cemetery Trustee  
1992 – 2011  
School District Moderator  
1971 – 1991, 1999 -2004  
Town Moderator  
1973 – 1992, 1998 - 2011

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## **TOWN OFFICERS**

### **SELECTMEN**

James F. Headd – 2016  
Russell Sullivan – 2015  
Paul Raiche – 2014

### **TOWN ADMINISTRATOR**

William G. Herman, CPM

### **MODERATOR**

James R. Tillery - 2014

### **TOWN CLERK**

Joanne T. Linxweiler - 2014

### **DEPUTY TOWN CLERK**

Kathleen A. Sylvia - 2014

### **TAX COLLECTOR**

Kathleen A. Sylvia - 2014

### **DEPUTY TAX COLLECTOR**

Susan Jenkins - 2014

### **TREASURER**

Christine S Soucie - 2014

### **DEPUTY TREASURER**

Linda Dross - 2015

### **HIGHWAY AGENT**

Michael Dross – 2015

### **LIBRARY TRUSTEES**

Feria “Fay” Hanscomb – 2016  
Nancy J. Mayland – 2015  
Jean Worster - 2014  
Sharon I. Bluhm, alt – 2014  
Lorraine P. Senechal, alt – 2014

### **CEMETERY TRUSTEES**

R John Roy – 2016  
Donald W Dollard – 2015  
David Jenkins – 2014

### **TRUST FUND TRUSTEES**

Patricia Allard – 2016  
Dorothy Carpenter – 2015  
Barbara Carpenter - 2014

### **SUPERVISORS OF THE CHECKLIST**

Margo Cox – 2018  
Susan Jenkins - 2014  
Barbara Coapland – 2014

### **RECORDS RETENTION COMMITTEE**

Joanne T Linxweiler, Chairperson  
Kathleen A Sylvia, Vice Chairperson  
William G Herman, CPM  
Adele Frisella

### **BUDGET COMMITTEE**

Peter Miles, Chairman – 2016  
Donald Delande, Vice Chairman– 2014  
Paula Marzloff – 2016  
Mary Beth Lufkin – 2015  
David R Wesche – 2015  
Bertrand Ouellette - 2014  
Alan Villeneuve - School Board Representative  
James F Headd - Selectmen’s Representative

### **POLICE COMMISSION**

Kenneth Robinson, Sr. – 2016  
Dennis McCarthy – 2015  
David Dion - 2014

### **POLICE DEPARTMENT**

#### **Full-Time**

Chief Edward G. Picard  
Capt. Gary Bartis  
Lt. Ray Pelton  
Sgt. Charles Chabot  
Sgt. David Garofano  
Officer Christopher Beaulé  
Officer Calvin Kapos

#### **Part-Time**

Sgt. Daniel Goonan  
Master Patrolman David Fletcher  
Off. William Barry      Off. Jeffrey Mullaney  
Off. Keith Bike          Off. Scott Rogers  
Off. Pamela Donley      Off. Gregory Santuccio  
Off. Peter Lennon        Off. Willie Scurry  
Off. Anita Lombardo

**Animal Control Officer-** Jarlene Cornett

## **FIRE DEPARTMENT**

Chief Bruce Phillips  
Deputy Robert Selinga  
Captain James Saulnier  
Firefighter Patrick Glennon

## **VOLUNTEER FIRE CHIEF/FOREST FIRE WARDEN**

Bruce Phillips

## **DEPUTY FIRE WARDENS**

Robert Degroot    Rich Meyers  
Todd Dignard     Robert Selinga  
Ed Gannon        Chris Szatynski  
Fred Larson       David Walters  
Kevin McArthur

## **OFFICE OF EMERGENCY MANAGEMENT/ LOCAL EMERGENCY PLANNING**

Bruce Phillips, Director

## **PLANNING BOARD**

Ronald Poltak, Chairman – 2015  
Alan Cote, Vice Chairman - 2016  
Karen Woods - 2015  
Paula Marzloff – 2014  
James Tillery, Alt – 2016  
Steven Grillo, Alt - 2014  
Russell Sullivan, Selectmen's Representative

## **SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION REPRESENTATIVES**

Charles Worster  
William Herman  
Ronald Poltak, Alt.

## **ZONING BOARD OF ADJUSTMENT**

Mark Wright, Chairman - 2016  
James Lagana , Vice Chairman – 2015  
Margaret Neveu – 2016  
Michael Dipietro – 2014  
Elizabeth Robidoux – 2014  
Jeffrey Benson, Alt - 2016  
Robert G Beaurivage, Alt - 2014  
Kevin Stuart, Alt – 2014

## **ZONING OFFICER/BUILDING INSPECTOR**

Carrie Rouleau-Cote

## **HIGHWAY SAFETY COMMITTEE**

Michael DiPietro, Chairman – 2014  
Daniel Carpenter – 2014  
Eva Komaridis - 2014  
Michael Dross, Road Agent  
Lt. Ray Pelton, Police Representative  
Paul Raiche, Selectmen's Representative

## **PARKS & RECREATION COMMISSION**

Timothy Therrien, Chairman – 2015  
Kim Lufkin, Vice Chair - 2015  
Alex Eisman – 2016  
Lisa Canavan – 2014  
David Nye, Alt - 2016  
Margie McEvoy, Alt. - 2015  
Patrick Kelly, Alt – 2014  
James F. Headd, Selectmen's Representative

## **CONSERVATION COMMISSION**

Charles H. Joy, Chairman – 2016  
Jeffrey Porter, Vice Chair – 2014  
Margaret P Donovan – 2016  
Alan Villeneuve – 2016  
Edward Fehrenbach - 2014  
Diana Heaton, Alt - 2016  
Stephanie Hanson, Alt. – 2014

## **HEALTH OFFICER**

Carrie Rouleau-Cote  
James Saulnier- Deputy

## **WELFARE OFFICER**

Herbert Tardiff

## **JOINT LOSS MGT COMMITTEE**

Kathleen Sylvia – Chair  
Officer Calvin Kapos  
Carrie Rouleau-Cote  
Fire Chief Bruce Phillips

## **BOSTON POST CANE HONOREE**

Arthur Joubert - 2012

**DELIBERATIVE SESSION  
TOWN OF AUBURN  
FEBRUARY 1, 2014**

The meeting was called to order by Moderator, James Tillery. There were 87 registered voters in attendance. The Moderator began with the Pledge of Allegiance. A film of late Moderator, C Donald Stritch, opening the meeting was shown,

**Third:** To see if the Town will vote to approve the cost items for FY 2014 included in the two-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen and the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$21,412 over FY 2013 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Twenty-one thousand four hundred twelve dollars (**\$21,412**), such sum representing the additional costs attributable to the increase in salaries, fringe benefits and other cost items in year one of the new agreement over those that would be paid at current staffing levels. Costs items for FY 2015 will be presented to the voters for their approval in March 2015 in accordance with the terms of the collective bargaining agreement. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

**Article was moved by Russell Sullivan, seconded by Paul Raiche. There was no discussion.**

**Article Three will appear, as written.**

**Fourth:** To see if the Town will vote to raise and appropriate the sum of Thirty-four thousand –six-hundred and seventy-five dollars (**\$34,675**) to implement a comprehensive mosquito control program to include the integration of various methods of reducing mosquito vector species of West Nile Virus and Eastern Equine Encephalitis. **(Recommended by the Board of Selectmen) (Not Recommended by the Budget Committee)**

**Article was moved by Russell Sullivan, seconded by Paul Raiche.**

Deirdre Cleary questioned the effectiveness of this control and if the Town had any records showing this. She also questioned how safe this method of mosquito control is for the town. Selectman Paul Raiche replied that the Department of Agriculture approves all pesticides being used so at this point they are safe. Deirdre Cleary asked why this Article was not recommended by the Budget Committee. Alan Villeneuve, Budget Committee member, responded that the Budget Committee did not feel that there was any proof of the effectiveness of this program. John Kalliel asked if the school and playground areas were treated. Paul Raiche responded that the lavacide that is used is placed in all standing water areas. He had no specifics as to whether or not the school and playground were included.

There was no further discussion. **Article Four will appear on ballot as written.**

**Fifth:** To see if the Town will vote to raise and appropriate the sum of Twenty-five-thousand dollars (**\$25,000**) to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2013 with no amount to be raised by taxation. **(Recommended by the Board of Selectmen) (Not Recommended by the Budget Committee)**

**Russell Sullivan moved the article, seconded by Paul Raiche**

Herb Tardiff commented that this was a more sensible approach than maintaining no reserve and then having to borrow money in future. There was no further discussion. **Article Five will appear as written**

**Sixth:** To see if the Town will vote to raise and appropriate the sum of seventy-two thousand, six hundred ninety-six dollars (**\$72,696**) as the second year payment towards a seven-year municipal lease/purchase agreement for a new replacement Quint pumper truck for the Auburn Fire Department. This sum to come from the unreserved fund balance (surplus) as of December 31, 2013 with no amount to be raised by taxation. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

**The Article was moved by James Headd and seconded by Bruce Phillips.**



Richard Vecchione asked why this was on the ballot since it is the second year payment and asked if the vehicle could be repossessed if this did not pass. Russell Sullivan explained that in order to take the money out of the fund balance it needed to be on the ballot and that this would be the last year it would appear. There was no further discussion. **Article Six will appear, as written**

At this point in the meeting Town Moderator thanked outgoing Selectman, Paul Raiche, for his six years of service to the Town.

**Seventh:** To see if the Town will vote to authorize the Board of Selectmen to enter into a three-year lease/purchase agreement for \$45,500 for the purpose of acquiring a new four-wheel drive replacement of the Fire Command Vehicle for the Auburn Fire Department, and to raise and appropriate the sum of Fifteen-thousand-seven hundred and seventy-seven dollars (**\$15,777**) for the first year's payment for that purpose. This lease agreement contains a non-appropriation clause. (**Recommended by the Board of Selectmen**) (**Not Recommended by the Budget Committee**)

**Moved by Bruce Phillips, seconded by Stoney Worster.**

Deirdre Cleary asked why this article was not recommended by the Budget Committee. Paula Marzloff, a Budget Committee member, stated that the Committee was taking a conservative view on spending since the Town did not know what the financial impact would be as a result of the agreement with Manchester Water Works. The Budget Committee also did not feel that the current vehicle was in disrepair and needed replacing at this time. Bruce Phillips, Fire Chief, explained that they work with an active program to replace vehicles when they still have some residual value so that the Town would not get hit with a large tax impact resulting from the need to lease or purchase a new vehicle with no trade-in. Dan Dwyer questioned why this was a separate Article and not included in the Fire Department's Budget. Chief Phillips explained that they present it as a separate warrant article because they want the public's input on large expenditures.

Dan Dwyer asked what the repair history of the current truck is. Chief Phillips said that it had over 130,000 miles and that it is showing age especially with the transmission and he would prefer to replace it while it still has some trade-in value.

Dennis Vieira asked if the warrant could be amended to include the language that the present vehicle be given to the Building Inspector to use in place of the Crown Victoria she currently uses. Town Counsel Jennifer St. Hilaire explained that any amendments must maintain the integrity of the article and that if it is to remain Town property, there is no need to amend the Article and that it was not prudent to add language to direct the Town as to how to dispose of the vehicle.

There was no further discussion. **Article Seven will appear as written.**

**Eighth:** To see if the Town will vote to raise and appropriate the sum of Five hundred dollars (**\$500**) for Big Brothers Big Sisters of Greater Manchester to support the mentoring programs services to youth, families and mentors of Auburn, and to authorize this cost to be placed in the Town's operating budget as an annual expense in future years. (**Recommended by the Board of Selectmen**) (**Not Recommended by the Budget Committee**)

**Article was moved by Russell Sullivan, seconded by Paula Marzloff.**

Deirdre Cleary asked why this particular charity is included in the Warrant when there are so many worthy ones out there. Selectman Paul Raiche explained that we annually have an amount built into the budget to give to various charities and since this was a new request, the Selectmen felt it needed to be addressed by a separate warrant article. Dan Dwyer voiced concern over setting a precedent and felt that charitable donations should be a personal choice, not a budget issue. He asked if this Article could be deleted. Attorney St. Hilaire explained that the Article cannot "go away". The people can vote to amend the amount to \$0 or to keep the amount and strike the section to add it to the budget for future years. Kathleen Porter asked if this charity was serving the children of Auburn. Bill Herman, Town Administrator, replied "yes", and if the wording to keep it in budget for future years is deleted from the article, the Selectmen have the ability to add it to a budget line in the future. Selectman Raiche added that the charities the Town donates to are, in fact, aiding people who are residents of Auburn.

**Dan Dwyer made a motion to amend the article to change the dollar amount to \$0. Seconded by Mr. David Pelley. A vote was taken and Amendment failed.**

Dan Dwyer made a motion to amend the article to eliminate the wording “authorize this cost to be placed in the Town’s operating budget as an annual expense in future years”. Seconded by David Pelley. Vote was taken and amendment passed.

Article Eight will read:

To see if the Town will vote to raise and appropriate the sum of Five hundred dollars (\$500) for big Brothers Big Sisters of Greater Manchester to support the mentoring programs services to youth, families and mentors of Auburn.

**Ninth:** Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$5,054,873? Should this article be defeated, the default budget shall be \$5,007,108, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article.

**Moved by Russell Sullivan, seconded by Paula Marzloff**

Deirdre Cleary presented an amendment to reduce the Road Maintenance budget by \$200,000 and to propose that the Griffin Mill Road be relocated to come off Manchester Road instead of Hooksett Rd. Attorney St. Hilaire explained that it is acceptable to reduce a budget amount, but you cannot direct the Board of Selectmen on how to spend the budget line. You could, however, vote on a directive under Article 11, Other Business. After further discussion, Ms. Cleary removed the amendment.

**Article Nine will appear as written.**

At this point in the meeting a moment of silence was held for C Donald Stritch.

**Tenth:** Are you in favor of the Town adopting and mandating all town departments utilize the following procurement code.

Town of Auburn NH  
Procurement Code

Section

- 01 Purpose
- 02 Application of provisions
- 03 Definitions
- 04 Department purchasing responsibility
- 05 General procurement and award provisions
- 06 Authority to award and availability of funds
- 07 Source selection
- 08 Prequalification of bidders
- 09 Professional services
- 10 Negotiated procurement actions
- 11 Cooperative procurement
- 12 Special procurement
- 13 Prohibitions

01 PURPOSE

- (A) The procurement code shall promote fair and equitable treatment to all suppliers or prospective suppliers of goods and services, promote effective competition among prospective suppliers of goods and services, make as uniform as possible the procedures among various departments and agencies of the Town by the standardization of the procurement process, to prevent abuses and favoritism, and promote the economical, effective, and efficient use of the Town’s total resources.
- (B) The purpose of the procurement code is to provide to the purchasing agency flexibility and defined guidelines for the purchasing of goods and services. These guidelines define maximum allowed procurement limits. The purchasing agency has the flexibility to reduce these limits in order to insure that the best interest of the Town is being served. Any questions relating to this procurement code should be addressed in writing to the Board of Selectmen and/or the appropriate governing body. The purchasing agency will at all times retain

adequate records, based on the size of the procurement, as to the type of procurement utilized and the basis of award.

## 02 APPLICATION OF PROVISIONS

- (A) This code applies to every expenditure of public dollars irrespective of their source, including federal assistance dollars, for the procurement of materials, supplies, services and construction. Nothing in this code shall prevent the Town from complying with the terms and conditions of any grant, gift, bequest or cooperative agreements. Procurement actions involving federal or state funding shall comply with their mandatory rules that may not be reflected in this procurement code.
- (B) The following procurement actions are not subject to this code:
  - (1) Intergovernmental agreements.
  - (2) Agreements negotiated by the Board of Selectmen and/or the appropriate governing body for the settlement of litigation or threatened litigation.
  - (3) Contracts awarded for professional witnesses for the purpose of providing testimony relating to existing or probable judicial proceedings.
  - (4) Contracts awarded for real property transactions.
  - (5) Other specific procurement actions based on recommendation of the Board of Selectmen and/or the appropriate governing body.

## 03 DEFINITIONS

For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**AMENDMENT.** A mechanism by which parties can agree to modify, delete or add to the original scope of work, terms and conditions of a contract. Typically, amendments are used to modify contracts for professional services and/or to modify contracts for the furnishing of materials and services.

**ADVANTAGEOUS.** In the best interest of the Town.

**AUDITOR.** The Town of Auburn's Auditor.

**BRAND NAME OR EQUAL SPECIFICATION** means a specification using one or more manufacturers' names or catalog numbers to describe the standard of quality, performance and other characteristics to meet Town requirements.

**BRAND NAME SPECIFICATION.** A specification limited to one or more items by a manufacturer's name or catalog numbers.

**CHANGE ORDER.** A WRITTEN ORDER SIGNED BY AN AUTHORIZED AGENT OF THE Town and by the contractor authorizing an addition, deletion, or revision in work or an adjustment in the contract price or contract time, issued on or after the effective date of the contract, as provided for in the original contract. Typically, change orders are used to modify construction contracts.

**CONSTRUCTION.** The process of building, altering, repairing, improving or demolishing any public structure or building, or other public improvements of any kind to public real property or any public infrastructure.

**CONSTRUCTION MANAGEMENT.** A project delivery method that provides a comprehensive array of management and/or consulting services spanning all phases of the design and construction process from conception to completion of the construction project.

**CONTRACT.** All types of Town agreements, regardless of what they may be called for the procurement of materials, supplies, services and purchase orders shall be used as the contract for procurement of materials and supplies. Formal written agreements shall be used for the procurement of services, construction and complex actions.

**CONTRACTOR.** Any person or firm who has a contract with the Town.

**DEBARMENT.** An action taken by the Town, under the provisions of this code, to prohibit a person from participating in Town procurements.

**DESIGN REQUIREMENTS.** The written description of the infrastructure facility or service to be procured, including:

- (1) Required features, functions, characteristics, qualities, and properties that are required;
- (2) The anticipated schedule, including start, duration, and completion;
- (3) Estimated budgets (as applicable to the specific procurement) for design, construction, operation and maintenance. The DESIGN REQUIREMENTS may, but need not, include drawings and other documents illustrating the scale and relationship of the features, functions and characteristics of the project.

**EMPLOYEE.** An individual drawing a salary or wages from the Town whether elected or not. Any non-compensated individual performing personal services for the Town or any department agency, commission, council, board, or any other entity established by the executive or legislative branch of the Town. Non-compensated individuals, serving as elected Town officials or serving on a Town Department Board, are also considered employees.

**FINANCE OFFICER.** The Finance Director of the Town of Auburn.

**GOVERNING BODY.** The Board of Selectmen, the Police Commission and the Board of Library Trustees.

**GRATUITY.** A payment, loan, subscription, advance, deposit of money, service, or gift, presented or promised.

**INDEPENDENT PEER REVIEWER SERVICES.** Additional architectural and engineering services provided to

review design build proposals. The function of this review is to provide an independent professional peer review to confirm that the key elements of the professional engineering and architectural designs provided by the contractors are in conformance with the applicable standard of care.

INFRASTRUCTURE FACILITY. A building; structure; or networks of building, structures, pipes, controls, and equipment that provide transportation, utilities, public education, or public safety services.

INVITATION FOR BIDS. All documents, whether attached or incorporated by reference, which are used for soliciting bids according to the Town's procurement policies and procedures.

MAY. Shall be construed as being permissive.

MULTI-STEP SEALED BIDDING. A two-phase competitive process. The first phase consists of technical phase composed of one or more steps in which bidders submit unpriced technical offers to be evaluated by the Town. The second phase consists of a firm and final bid from those bidders whose technical offers were deemed acceptable by the Town.

PROCUREMENT. Buying, purchasing, renting, leasing or otherwise acquiring any materials, supplies, professional services and construction services. It also includes the description of requirements, selection and solicitation of sources, preparation and award of contract and all phases of contract administration.

PROPOSAL DEVELOPMENT DOCUMENTS. Drawings and other design related documents that are sufficient to fix and describe the size and character of an infrastructure facility as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate to the applicable project delivery method.

PURCHASING AGENCY. The Town department making the proposed procurement.

PURCHASING AGENCY DIRECTOR or DIRECTOR. The department head in charge of the Town department making the proposed procurement acting either directly or through authorized representatives.

REQUEST FOR PROPOSALS. All documents, whether attached or incorporated by reference, which are used for soliciting proposals according to the Town's procurement policies and procedures.

RESPONSIBLE BIDDER. A person or firm who submits a bid or proposal that conforms in all material respects to the invitation for bid or request for proposals and who has the financial capabilities and expertise to perform the contract requirements and the integrity and reliability that will assure good faith performance.

SERVE. The furnishing of labor, time or effort by a contractor that does not involve the delivery of a specific end product other than required reports and performance. Service does not include employment agreements or collective bargaining agreements.

SHALL. Construed as being mandatory.

SOLICITATION. An invitation for bids, a request for technical offers, proposals, quotations or any other invitation or request by which the Town invites a person to participate in a procurement action.

SPECIFICATION. Any description of the physical or functional characteristics of materials, supplies, services or construction requirements. It may also include a description of any requirement for inspecting, testing, preparing materials, supplies services or construction projects for delivery.

#### 04 DEPARTMENT PURCHASING RESPONSIBILITY.

Department heads and Town officers shall be responsible for making purchases from funds appropriated to their respective departments. Each agency shall be responsible for coordinating and overseeing the purchases of motor vehicles for their agency. See 11, Specialized Procurement Actions for procurements exclusively delegated to a purchasing agency.

#### 05 GENERAL PROCUREMENT AND AWARD PROVISIONS

- (A) Prohibition against subdivision. No procurement action shall be subdivided to avoid the requirements of this procurement code.
- (B) Bulk purchases. Whenever feasible, procurements shall be done in bulk to take full advantage of discounts. Purchasing agencies shall be responsible for anticipating their needs in a timely fashion in order to consolidate and expedite procurement of the same type of items. Capital outlay requirements shall be planned and scheduled for periodic bulk procurement actions based on approved budget quantities.
- (C) Awards. Contracts for the procurement of supplies, materials and construction shall be award to the lowest responsible bidder unless otherwise provided for in the bidding documents or in the procurement code. The basis of award shall always be defined in the bidding documents. Among other factors that may be considered in determining lowest responsible bidders are the following:
  - (1) Capability. The ability and skill of the bidder to perform the contract.
  - (2) Timeliness. Whether the bidder can perform the contract or furnish the supplies promptly, in accordance with plans and specifications, or within the time specified, without delay or interference.
  - (3) Previous performance. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
  - (4) Quality. The quality of supplies or performance on previous purchases or contracts, including known quality based on previous use, and the quality, availability and adaptability of the suppliers or contractual services to the particular use.

- (5) Legal compliance. Previous and existing compliance by the bidder with laws and ordinances relating to the contract.
- (6) Conditions. The number and scope of conditions attached to the bid by the bidder.
- (D) Award to other than low dollar bidder. Award to other than the low bidder is not allowed unless the bidder is not responsible or unless the award formula specifically allowed for other items to be taken into account to decide who is the lowest responsible bidder. When it appears appropriate not to make an award to the lowest dollar bidder, the purchasing agency Director shall prepare a written statement of the reasons for the project files.
- (E) Multi-term contracts.
  - (1) Purchase orders or written agreements or contracts may be awarded for a maximum of five years in one-year increments. Multi-term contracts shall contain provisions for cancellation by the Town in the event funds are not appropriated for the continuance of the contract. Any yearly increases in unit prices/rates shall be tied to an established CPI with a maximum yearly cap.
  - (2) Multi-year contracts without a "cancellation by the Town" provision or contract committing future unappropriated funds or a contract without a set maximum yearly adjustment must be approved by the Board of Selectmen or appropriate governing body. Multi-year contracts that have been totally funded to not have to conform to this section.
- (F) Late bids or proposals. A bid, proposal, modification or withdrawal is late if it is received at the location designated in the invitation for bids or request for proposals, after the time and date set in the solicitation documents. Late bids or proposals shall be rejected.
- (G) Mistakes in bids. A bidder may correct mistakes discovered before the time and date set for the opening of bids based on procedures in the solicitation documents. After a bid is opened, mistakes based on an error in judgment shall be corrected or withdrawn, unless it is obvious to the Town that an egregious error was made. Minor or administrative mistakes may be waived by the purchasing agency director.
- (H) Cancellation of solicitations. An invitation for bids, a request for proposals, or other formal solicitations may be cancelled or rejected in whole or in part if deemed advantageous to the Town.
- (I) Pre-bid specifications. All specifications shall be written to promote overall economy for the purposes intended and encourage competition in satisfying the Town's needs and shall not be unduly restrictive. General performance specifications may be used in a request for Proposals and Multi-step procurements when it is not desirable or feasible to prepare detailed specifications.
- (J) Cost or pricing data. The submission of current cost or pricing data may be required in situations where analysis of the proposed price is essential to determine that the price is reasonable and fair. A contractor shall, when requested, submit current cost or pricing data and shall certify that the cost or pricing data submitted is accurate, complete and current as of a mutually determined specified date.
- (K) Change orders. Change orders to contracts may be executed according to change order clauses provided for in the original contract provided the change order does not materially change the scope of the original procurement.
- (L) Pre-bid or pre-proposal conferences. A pre-bid or pre-proposal conference may be conducted within a reasonable time before bid opening or receipt of proposals. Pre-bid or pre-proposal conferences may be mandatory. If mandatory, only those bidders attending the mandatory pre-bid conference, shall be allowed to participate in the bid or proposal. Any changes to the solicitation documents shall be provided to all eligible bidders.
- (M) Prequalification. The purchasing agency may require prequalification of prospective bidders for the procurement of supplies, materials, services and construction if the procurement is less than \$250,000. If the procurement is over \$250,000 the purchasing agency shall conform to 08 of this procurement code. Bidders have a continuing duty to provide the purchasing agency directory with information on any material changes affecting the basis of requalification.
- (N) Bid or performance bonds. The purchasing agency may require the use of bid or performance bonds or other securities for the procurement of supplies, materials, services or for construction, in order to guarantee satisfactory completion of the procurement. However, any procurements over \$150,000 shall require a bid and performance bond or other security satisfactory to the Purchasing Agency after consulting with the board of Selectmen or appropriate governing body. Bonds required by statute will not be waived. Any such bonding or security requirements shall be set forth in the solicitation. Failure of the bidder to comply with the security requirements in the solicitation may result in the rejection of the bid or proposal.
- (O) Right to inspect. The Town may, at reasonable times, inspect the place of business of a contractor or any subcontractor that is related to the performance of any contract awarded or to be awarded by the Town.
- (P) Right to audit. The Town may, at reasonable times and places, audit the books and records of any contractor who submits cost or pricing data required by solicitations. If the Town determines that there may be a need to

audit a procurement, the contract agreement shall define these rights and who will assume the cost of the audit.

- (Q) Town procurement records. All determinations and other written records pertaining to the solicitation, award or performance of a contract shall be maintained for the Town in a contract file by the purchasing agency. All procurement records shall be retained and disposed of by the Town according to the records retention guidelines, Internal Revenue requirements and schedules of the Town.

#### 06 AUTHORITY TO AWARD AND AVAILABILITY OF FUNDS

- (A) Authority to award. All procurement actions made based on approved department budgets and authorized CIP allocations shall be awarded by the purchasing agency having delegated authority provided by this Procurement Code. Procurement actions not authorized to a department or multi-year contracts without a "cancellation by the Town" provision requiring future Town appropriations, shall be approved by the Board of Selectmen.
- (B) Availability of funds. Unencumbered funds to cover the entire purchase order or contract must be available in the appropriate budget of the purchasing agency prior to award of any purchase order or contract. Purchase orders and contracts are subject to the annual appropriation of funds. Multi-term purchase orders or contracts shall have adequate unencumbered funds available for the first year except as noted.

#### 07 SOURCE SELECTION

- (A) Small purchases. Small purchases are considered informal procurement actions. Procurement requirements shall not be artificially divided so as to constitute a small purchase.
- (1) Total price is \$10,000 or less, it shall be made after adequate inquiry based on the director or his or her designee's knowledge of a reasonable price and satisfactory quality.
  - (2) Total price more than \$10,000 to \$25,000. When the total price is greater than \$10,000, and not more than \$25,000 purchases shall be made using documented oral or written price or rate quotations from an adequate number of suppliers. If available, a minimum of three quotations from qualified suppliers shall be obtained. Such price and rate quotations, the date of such quotations and the names of suppliers shall be documented.
- (B) Competitive sealed bidding. Competitive sealed bidding is considered a formal procurement action. Except as provided in this procurement code, all purchases in excess of \$25,000 shall be made by competitive sealed bidding. Purchase orders and contracts shall be awarded to the lowest responsible bidder except as provided for in this code. Competitive sealed bidding procedures shall at a minimum, incorporate the following:
- (1) Formal bid specifications that at a minimum include the general terms and conditions of the proposed purchase, requirements of the bidder, form of contract, the forms for submission of bids and the basis of award.
  - (2) Product or service specifications that accurately describe the product or service required in such a manner as to not preclude competition. If specific manufacturer's names or models are used to describe the product or service, a minimum of two manufacturers' names should be used if available. There shall be a provision for approval of an equal product or service. Also, see 10 (5).
  - (3) Adequate public notice of a minimum of ten business days, prior to the date established for the opening of bids. At a minimum, public notice shall consist of:
    - (a) Notifying electronically, or otherwise, vendors registered on the Town's bid list (email notification list); and
    - (b) Posting all competitive solicitations on the Town's website;  
Town department personnel shall have the option of notifying selected commercial subscription services, "Bid Houses," of all relevant competitive bids or publishing selected competitive solicitations in the local newspaper.
  - (4) Sealed bids shall be opened publicly at the Board of Selectmen meeting designated in the invitation for bids. A tabulation of all bids received shall be available for public inspection within a reasonable period of time. Departments shall determine an adequate amount of time.
  - (5) The purchasing agency may negotiate with the two low bidders in order to reduce the bid to fall within available funds and/or to obtain a lower bid amount, provided that the original intent of the procurement is not materially changed. The right to negotiate a lower total bid must be a condition of the bidding documents.
  - (6) The award of bids shall be formalized through the execution of a purchase order or written contractual agreement.
  - (7) The purchasing agency may reject any or all bids or parts thereof when such rejection has been determined to be in the Town's best interest.

- (C) Multi-step sealed bidding. When it is considered impractical to readily prepare a detailed specification to support an award based on price, a two-step bid process may be used. The first step is request for proposals, based on a general or performance specification, requesting the submission of unpriced technical proposals. The second step is an invitation for firm and final priced bids to those bidders whose proposals have been determined to be technically acceptable under the criteria set forth in the first step.
- (1) The multi-step sealed bidding method may be used if the purchasing agency determines that:
    - (a) Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the Town.
    - (b) Definite criteria exist for evaluation of technical offers.
    - (c) More than one technically qualified source is expected to be available.
    - (d) A fixed price contract will be used.
  - (2) The invitation to bid must provide notice that a multi-step process is being used. The notice should explain the multi-step process and that only those bidders providing technically acceptable proposals, will be allowed to participate in submitting a final bid price.
  - (3) Adequate public notice of a minimum of ten working days prior to the date established for the opening of bids shall be provided. Such notice shall include as a minimum publication in a newspaper of general circulation.
  - (4) Award shall be made to the lowest dollar responsible bidder.
- (D) Competitive sealed proposals.
- (1) When competitive sealed bidding is not practical or advantageous to the Town, the purchasing agency director, may authorize the use of competitive sealed proposals and negotiations as the procurement method.
  - (2) In determining whether competitive sealed bidding is practical or advantageous to the Town, the purchasing agency director, shall consider the following factors:
    - (a) Whether the cost to develop formal technical bid specifications sufficient to insure open competitive bids, would make the total cost of the procurement excessive.
    - (b) Whether the proposed purchase is to be accompanied by land, development, or other related economic transactions, therefore the bid price may not accurately reflect the total economic effect of the purchase.
    - (c) Whether the product or service is specialized or custom produced, and the development of terms, conditions, specifications, and other provisions specifically defining the procurement requires interaction with prospective suppliers.
    - (d) Where no responsible bidder has submitted a bid in response to the invitation.
  - (3) If the purchasing agency director determines that competitive sealed bidding is not practical and that competitive sealed proposals and negotiations should be used, the purchasing agency shall:
    - (a) Develop terms, conditions and general or performance specifications for the product or service required.
    - (b) In such cases where the award is not necessarily to be based on the lowest negotiated price, the request for proposals shall indicate and define the relative importance of price and other significant evaluation factors.
    - (c) Provide adequate public notice as in the case of competitive sealed bids.
    - (d) Sealed proposals shall be received at the time and place designated in request for proposals. A proposal received after the closing date and time set for the receipt of proposals, is late and shall not be considered. No proposals shall be handled so as to permit disclosure of the contents of any proposal to competing offerors during the process of negotiation. Submission of the proposal shall be conditioned on not disclosing the proposals content until the completion of negotiations and award of a contract. Proposals shall be opened in the presence of witnesses. Proposals and modifications shall be shown only to Town personnel having a legitimate interest in them or persons assisting in the Town evaluation.
  - (4) After the opening and evaluation of competitive sealed proposals, written or verbal negotiations may be conducted with one or more parties who have submitted proposals. Such negotiations are designed to achieve terms and conditions most favorable to the Town. Negotiations need not be conducted where time constraints preclude additional negotiations or where the purchasing agency certifies that acceptance of an initial offer without discussion, would result in fair and equitable prices. The request for proposals shall clearly define the Town's rights pertaining to negotiations.
  - (5) Award shall be made to the proposer whose proposal has been determined to be responsive and most advantageous to the Town. The contract file shall contain, in writing, the basis on which award is made.

## 08 PREQUALIFICATION OF BIDDERS

- (A) Prequalification of potential bidders shall be accomplished for all contracts for construction, reconstruction, alteration and repair or refurbishing of real property with an estimated project cost in excess of \$250,000. Prequalification of contractors based on the type of work and dollar limits may be done annually. The invitations for bids shall be issued only to firms that have, in the Town's sole determination, been prequalified.
- (B) The purchasing agency involved shall establish rules and regulations that govern prequalification of bidders. The rules and regulations shall take into consideration:
  - (1) The ability, capacity, and skill of the bidder to perform the contractor provide the service required.
  - (2) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
  - (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
  - (4) The quality of performance on previous contracts.
  - (5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
  - (6) The sufficiency of financial resources and ability of the bidder to perform the contract.
  - (7) The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
  - (8) The ability of the bidder to provide future maintenance and service.
  - (9) The number and scope of bidder conditions attached to the bid.
  - (10) The amount of total direct and indirect costs that would be incurred by the Town because of the bid.
  - (11) The ability of the bidder to meet the Town's bonding and insurance requirements.
- (C) These rules and regulations may also include other special considerations as authorized by law.

## 09 PROFESSIONAL SERVICES

The procurement of data processing, medical services and independent consultant services for personnel, insurance and actuarial planning and management, human resource and public relations, may be accomplished using the following procedures:

- (A) Professional services \$25,000 or less. The purchasing agency may solicit one or more proposals for the procurement of professional services at a fee which is deemed fair and reasonable. The purchasing agency will document the basis of the procurement in the project file. In no case shall more than three awards be made to the same vendor in any 12 months without the prior written notification to the Board of Selectmen or appropriate governing body.
- (B) Professional services greater than \$25,000. A formal request for proposal process shall be used. The purchasing agency shall develop a request for proposals to include terms, conditions, scope of service, desired results, end product and consultant qualification. Selection criteria and the method of determining a final fee by the Town will be included in the request for proposals.
  - (1) Adequate public notice of a minimum of ten business days prior to the date established for the receipt of qualifications and/or proposals shall be provided. Such notice shall include as a minimum, publication in the newspaper of general circulation.
  - (2) A minimum of three proposals, if available, shall be evaluated and selection made based on demonstrated competence, qualifications and project approach for the services required. Where applicable to a particular project, factors such as the following shall be used in tentatively selecting a firm:
    - (a) Specific experience with similar projects.
    - (b) Specific experience with earlier phases of the same project.
    - (c) Background and experience of staff members who would be assigned to the job.
    - (d) Availability.
    - (e) Locality of firm.
    - (f) Ability to communicate ideas.
    - (g) Ability to supply all of the major disciplines necessary to perform the work.
    - (h) Qualifications of subcontractors/sub-consultants.
    - (i) Conceptual design/project approach.
    - (j) Accuracy of the firm in estimating time and cost requirements.
    - (k) Responsiveness to requirements contained in the RFP.
    - (l) Financial capabilities of the firm.
  - (3) The purchasing agency may interview one or more of the proposers in order to clearly understand the proposers qualifications and the submitted proposal.
  - (4) Selection criteria may be established in order to determine the best overall proposal. The criteria may incorporate a weighting system for the proposals received.
  - (5) Fees for professional services are an important consideration, which must not be taken lightly. However, selection shall be ultimately based on demonstrated competence, qualifications and project approach at



a reasonable fee. Depending on the complexity of the project, the purchasing agency may utilize one of the following procedures to determine a fee:

(a) The fee can be requested as part of the requested proposal and considered in imitatively selecting a firm.

A multi-step sealed procurement can be requested where the sealed fee is not opened until a proposer has been tentatively selected.

A fee can be negotiated after a proposer has been selected and a final scope of services has been determined.

(6) If necessary, the purchasing agency may negotiate with one or more responsive firms in order to make a tentative selection. Once a tentative selection has been made, a final scope of services and fee shall be negotiated with the selected firm in order to enter into a contract deemed to be in the best interest of the Town.

(7) On award, all contracts for professional services shall be formalized in a written agreement signed by the applicant and the purchasing agency.

#### 10 NEGOTIATED PROCUREMENT ACTIONS.

(A) Purchase orders or written agreements shall be awarded without benefit of formal or informal bidding in one or more of the following cases. Negotiation methods may be used to award the contracts.

(1) Purchases required in the event of an emergency that necessitates the immediate purchase of goods or services.

(2) Purchases where the cost of the service is fixed by law.

(3) Purchases that can be procured through cooperative intergovernmental purchase agreements with other government jurisdictions.

(4) Sole source procurements, where the proposed purchase is manufactured by only one company.

(5) Purchases from a sole manufacturer, where it is determined to be more efficient and economical to reduce costs of maintenance of additional repair parts, suppliers or services.

(6) Purchases that have been preceded by competitive scaled bidding, where no responsive bidder has responded.

(7) Purchases under extensions of contracts when the same or lower price is extended for another year or part of a year. The maximum extensions shall not exceed five years without written notification to the Board of Selectmen or appropriate governing body.

(8) Purchases under intergovernmental agreements or contracts that require use of procurement procedures inconsistent with the provisions of this section.

(9) Town share contracts that include contracts with developers for the construction of public improvements whereby the Town shares in the cost of construction.

(10) Used, discontinued or otherwise unique equipment or commodities that become available (such as at an auction) or are offered only for a limited time and may be acquired below the cost of similar new items.

(11) Service on existing equipment when it is advantageous to the Town to obtain parts, repair or service on existing equipment from a factory authorized dealer or distributor.

(12) Perishable supplies that cannot be purchased by ordinary procurement methods because of imminent spoilage or decay.

(13) Standardized parts, modules or accessories that will minimize excessive inventory or maintain compatibility with existing furnishings or installations.

(14) Open ended purchase orders or written agreements with local suppliers in order to provide for emergencies, reduced down time of equipment or projects, and for supplies and materials not stored in a Town warehouse.

#### 11 COOPERATIVE PROCUREMENT.

The purchasing agency shall have authority to join with any other municipal, state, or federal governmental agency in cooperative procurement actions.

#### 12 SPECIAL PROCUREMENT METHODS

The purchasing agency proposing to utilize this section of the procurement code must detail in the project file why utilizing this section of the code is in the best interest of the Town.

(A) Procurement methods.

(1) Design-build is a project delivery method in which the procuring agency enters into a single contract for design and construction of an infrastructure facility. Procurement of design-build services shall generally follow procedures outlined in the "Design Build manual of Practice", as published by the "Design Build Institute of America".

(2) Design-bid-build means a project delivery method in which the purchasing agency sequentially awards separate contracts, the first for Architectural and Engineering Services to design the project and the second for construction of the project according to the design.

- (3) Operation and maintenance is a project delivery method whereby the procuring agency enters into a single contract for the routine operation, routine repair, and routine maintenance of an infrastructure facility. Operation and Maintenance services shall be procured from prequalified contractors by utilizing competitive sealed proposals submitted in response to a request for proposals, which has established the supplies and services required to maintain and operate infrastructure facilities.
  - (4) Design-build-operate-maintain is a project delivery method in which the procuring agency enters into a single contract for design, construction, maintenance, and operation of an infrastructure facility over a contractually defined period. All or portion of the funds required to pay for the services provided by the contractor during the contract period are either appropriated by the Town prior to award of the contract or secured by the Town through fee or user charges. Procurement of design-build-operate-maintain services shall generally follow procedures outlined in the "Design Build Manual of Practice", as published by the "Design Build Institute of America".
  - (5) Design-build-finance-operate is a project delivery method in which the procuring agency enters into a single contract for design, construction, finance, maintenance, and operation of an infrastructure facility over a contractually defined period. No funds are appropriated to pay for any part of the services provided by the contractor during the contract period. Procurement of design-build-finance-operate-maintain services shall generally follow procedures outlined in the "Design Build Manual of Practice", as published by the "Design Build Institute of America". A preliminary determination by the Town should have been made that project revenues are sufficient, over the length of the proposed contract, to cover design, construction, finance, and operations.
  - (6) Design-build-finance-operate-maintain means a project delivery method in which the purchasing agency enters into a single contract for design, construction, finance, maintenance, and operation of an infrastructure facility over a contractually defined period. No Town funds are appropriated to pay for any part of the services provided by the contractor during the contract period. This delivery method does not preclude the Town from providing financing as long as the Town ultimately is reimbursed all of its costs over the life of the contract agreement.
  - (7) Construction management services is a project delivery process by which a qualified third party provides construction leadership with a defined scope throughout various phases of the project (e.g. planning, design and construction). The Construction Manager would typically provide advice and the construction leadership, contract management, direction, supervision, coordination and control of the work during the construction phase. The Construction Manager would strive to integrate the expertise of the design professional with the contractor's knowledge of project constructability in order to obtain a cost effective end result. The Construction Manager could hold the dual role of design professional and contractor. The procurement of Construction Management Services shall generally follow procedures outlined by the Association of General Contractors "owners Guidelines for Selection of a Construction Manager".
  - (8) Other special project delivery methods or combinations of the above may be utilized provided that the purchasing agency can demonstrate that the delivery method meets the intent of this procurement code and receives the approval of the Board of Selectmen or appropriate governing body.
- (B) Evaluation factors. The request for proposals shall state all evaluation factors and sub-factors that will be separately rated and the weights to be given to each factor and sub-factor in the evaluation. Evaluation factors may consist of the following:
- (1) Demonstrated compliance with design requirements;
  - (2) Qualifications and experience;
  - (3) Financial capacity;
  - (4) Project schedule;
  - (5) Price (or life-cycle price for design-build-operate-maintain and design-build-finance-operate-maintain procurements); and
  - (6) Other evaluation factors if any.
- (C) The request for proposals may require each offerer to identify an Independent Design Peer Reviewer whose competence and qualifications to provide such services shall be an additional evaluation factor in the award of the contract. The Town reserves the right to choose its own Independent Design Peer Reviewer.
- 13 PROHIBITIONS.**
- (A) Conflict of interest. No employee, officer or agent of the Town shall participate in the award or administration of a contract in which they or any member of their immediate family has an interest. No employee, officer or agent shall participate in the award or administration of a contract with any person, firm, partnership or corporation in which they or any member of their immediate family is an officer or employee or is about to become an officer or employee.

- (B) Pecuniary benefit. No employee, officer or agent of the Town who is participating or is about to participate in the award or administration of a contract, shall either solicit or accept any kickback, gratuity, contingent payment or other pecuniary benefit from any firm, person, partnership or corporation involved in such contract. For the purpose of this section, PECUNIARY BENEFIT means any advantage in the form of money, property, commercial interest, travel, offer of employment or anything else, the primary significance of which is economic gain.
- (C) Standards of conduct. Every employee, officer or agent of the Town is expressly prohibited from knowingly participating in the following:
  - (1) Underestimating or exaggerating requirements to certain prospective bidders for the purpose of influencing bids.
  - (2) Misrepresenting competitor's prices, quality or service to obtain concessions.
- (D) Savings provision. Nothing in this chapter is intended to invalidate or in any way limit the term of any contract or special service agreement lawfully made prior to the effective date of this chapter.

**(By petition submitted and signed by at least twenty-five certified petitioners).**

**Article was moved by Greg Santuccio, seconded by Karen Norris.**

**Greg Santuccio made a motion to amend the Article, seconded by Scott Norris.**

Greg Santuccio presented an amendment which would address the article in full but in a shorter version and have the full written policy available for viewing by the voters.

**Amendment:** Are you in favor of the Town adopting and mandating all town departments utilize the procurement code brought forth by the signature of more than 25 voters.

**PURPOSE:**

- (A) The procurement code shall promote fair and equitable treatment to all suppliers or prospective suppliers of goods and services, promote effective competition among prospective suppliers of goods and services, make as uniform as possible the procedures among various departments and agencies of the Town by the standardization of the procurement process, to prevent abuses and favoritism, and promote the economical, effective, and efficient use of the Town's total resources.
- (B) The purpose of the procurement code is to provide to the purchasing agency flexibility and defined guidelines for the purchasing of goods and services. These guidelines define maximum allowed procurement limits. The purchasing agency has the flexibility to reduce these limits in order to insure that the best interest of the Town is being served. Any questions relating to this procurement code should be addressed in writing to the Board to Selectmen and /or the appropriate governing body. The purchasing agency will at all times retain adequate records, based on the size of the procurement, as to the type of procurement utilized and the basis of award.

#### **APPLICATION OF PROVISIONS**

- (A) This code applies to every expenditure of public dollars irrespective of their source, including federal assistance dollars, for the procurement of materials, supplies, services and construction. Nothing in this code shall prevent the Town from complying with the terms and conditions of any grant, gift, bequest or cooperative agreements. Procurement actions involving federal or state funding shall comply with their mandatory rules that may not be reflected in this procurement code.

#### **GENERAL PROCUREMENT AND AWARD PROVISIONS**

- (A) Prohibition against subdivision. No procurement action shall be subdivided to avoid the requirements of this procurement code.
- (B) Bulk purchases. Whenever feasible, procurements shall be done in bulk to take full advantage of discounts. Purchasing agencies shall be responsible for anticipating their needs in a timely fashion in order to consolidate and expedite procurement of the same type of items. Capital outlay requirements shall be planned and scheduled for periodic bulk procurement actions based on approved budget quantities.
- (C) Awards. Contracts for the procurement of supplies, materials, and construction shall be awarded to the lowest responsible bidder unless otherwise provided for in the bidding documents or in the procurement code. The basis of award shall always be defined in the bidding documents.

**OVERVIEW.** The Procurement Code outlines procedures for the appropriate approvals necessary for expenditures of Town of Auburn funds. Checks and balances have been included to ensure fairness in the bidding process and to avoid any conflicts of interests and/or favoritism. Provisions have also been made for expenditures in the event of a town emergencies requiring immediate attention (e.g., severe storm damage).

The full text of the prosed procurement code is posted and available for inspection at the Town Hall and on the Town of Auburn Websiet – [www.auburnnh.us](http://www.auburnnh.us).

Attorney St. Hilaire asked to see the amendment to check its legality.

Dan Dwyer asked what problem are we trying to fix and from where did this policy come? Greg Santuccio explained the reason behind this proposal and that it came from the policy used by the City of Manchester. Paula Marzloff pointed out that the Selectmen have been working on their own Town Purchasing Policy. Selectman James Headd explained that it is not desirable to follow a policy written for a large city when Auburn is a small town with different needs. Attorney St Hilaire cited there are administrative differences and different statutes that govern cities versus towns. She further explained that the original article would not be binding on the Town as the Selectmen have the authority under statute to make the final decision to implement it or not.

Dan Dwyer asked if the article could be further amended after this vote was taken. Attorney St. Hilaire stated yes the article may be further amended.

Dan Dwyer asked how the Selectmen's proposal differed from the one presented. Selectman Sullivan explained that it is more concise and reasonable for a small town. Dan Dwyer asked if there would be any added cost for the town to implement the Selectmen's policy. Selectman Sullivan stated no, it would be business as usual.

**Kathleen Porter moved the amendment, seconded by Thomas Gonyea .**

Attorney St Hilaire clarified that this amendment is to simply save printing cost and the vote is to keep the original Warrant procurement policy and would not change the text of the longer version if the amendment is adopted. Vote would be on the original thirteen page article.

**Vote was taken and amendment passed.**

Further discussion was held.

**Dennis Vieira made a motion to amend the Article to read: Are you in favor of the Town accepting the Town of Auburn Purchasing Policy as adopted by the Board of Selectmen on January 27, 2014? Seconded by Bruce Phillips. After discussion, vote was taken and amendment passed.**

**Article ten will appear as amended. Article ten will read: Are you in favor of the Town accepting the Town of Auburn Purchasing Policy as adopted by the Board of Selectmen on January 27, 2014.**

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**Eleventh:** To transact any other business that may legally come before the Town Meeting.

No discussion. Meeting adjourned at 12:40pm.

Respectfully submitted,

Joanne T Linxweiler  
Town Clerk

## TOWN WARRANT STATE OF NEW HAMPSHIRE

To the inhabitants of the Town of Auburn, in the County of Rockingham in said State, qualified to vote in Town affairs:

You are hereby notified that the **First Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Saturday, February 1, 2014**, at **10:00 a.m.**, for the explanation, discussion and debate of each Warrant Article, and to transact all business other than voting by official ballot. Warrant articles may be amended at this session per RSA 40:13, IV, subject to the following limitations:

- (a) Warrant Articles whose wording is prescribed by law shall not be amended.
- (b) Warrant Articles that are amended shall be placed on the official ballot for final vote on the main motion as amended.

You are hereby notified that the **Second Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Tuesday, March 11, 2014**, beginning at **7:00 a.m.** and ending at **7:00 p.m.** to elect officers of the Town by official ballot, to vote on questions required by law to be inserted on said official ballot and to vote on all Warrant Articles as accepted or amended by the First Session.

**First:** To bring your ballots for:

- Selectman for three years
- Moderator for two years
- Town Clerk for three year
- Tax Collector for three years
- Treasurer for one year
- Library Trustee for three years
- Cemetery Trustee for three years
- Supervisor of the Checklist for six years
- Supervisor of the Checklist for two years
- Trustee of the Trust Funds for three years
- Police Commission for three years
- Planning Board for three years

**Second:** To see if the Town will vote to adopt the following amendments to the existing Town Zoning Ordinance as proposed and recommended by the Auburn Planning Board, in conformance with NHRSA 675:1, et seq., and include the following: (The full text of the proposed regulations is posted and available for inspection at the Town Hall and on the Town of Auburn web site – [www.auburnnh.us](http://www.auburnnh.us))

**Are you in favor of the adoption of Amendment No 1 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

Amend Article 2.02 (6) Automobile and Similar Vehicle Sales Facility definition to read:

A building and/or lot used principally for the sale of new or used automobiles or other motor vehicles, with or without an accessory use for the repair or reconditioning of such vehicles. **No lot used for a Vehicle Sales Facility may be located any closer than 2,500 feet in any direction to another lot used for a Vehicle Sales Facility.**

**Are you in favor of the adoption of Amendment No. 2 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

Amend Article 2.02 (22) Day Care Center definition to read as follows:

Day Care Center. A building used principally or as an accessory use to a single family dwelling to provide "baby sitting" type care for children **or adults** without a teacher or formal educational program. A day care center shall not be permitted in the Industrial Zone unless it is accessory and incidental to another permitted business.

**Are you in favor of the adoption of Amendment No. 3 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

Amend Article 2.02 (29) Dwelling Unit, Multi-Family definition and add a new definition of “Dwelling Unit – Duplex” so that Article 2.02 (29) will read as follows, and re-number the article:

(29). Dwelling Unit:

(a). Multi-Family: A residential structure containing three or more attached dwelling units, such as apartment house, multi-family town house or condominium occupied exclusively for residential purposes. Multi-family dwellings do not include commercial accommodations for transient occupancy. Multi-family unit shall require Site Plan Review Approval.

(b). Duplex: A residential structure that contains two (2) attached dwelling units. The dwelling units must share a common wall or common floor/ceiling assembly, have separate access to each dwelling and meet all current building code standards.

**Are you in favor of the adoption of Amendment No. 4 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

Amend Article 3.13 Multi Unit Dwellings to reflect the amendments proposed to Article 2.02 (a) and (b), by re-titling sections 3.13 and 3.13(1) to read “Multi Family Dwellings” and “New Construction and Conversions of Existing Building to Multi Family Dwelling Units” and by replacing the term “Multi Unit Dwelling” with the term “Multi Family Dwelling” throughout the text of Article 3.13(1)(a) through 3.13(1)(c).

**Are you in favor of the adoption of Amendment No 5 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

Amend Article 4 – District Regulations to designate Dwelling Unit, Multi Family shall be prohibited in Rural (R.), Residential One (R-1), Residential Two (R-2), Commercial One (C-1) and Industrial Zones and allowed by Special Exception in the Commercial Two (C-2) and Village (V) Districts.

**Are you in favor of the adoption of Amendment No 6 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

Amend Article 4 – District Regulations to reflect the amendment proposed to Article 2.02 (22) by changing the current description “Day Care Center 1 to 6 children” and “Day Care Center – over 6 children” to read “Day Care Center – 1 to 6 **Persons**” and “Day Care Center – over 6 **persons**”

**Are you in favor of the adoption of Amendment No 7 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

Amend Article 3.08 Parking to add:

(8) Parking of Vehicle for Sale from Residential Property

The parking of vehicles for sale from a residential property is restricted to one vehicle to which the property owner holds title.

**Are you in favor of the adoption of Amendment No 8 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

Amend Article 3.11 Temporary and Permanent Storage Facilities to read as follows:

The use of any structure, (including but not limited to cartons, tents, tractor trailers, mobile trailers, portable storage units and freight containers), for permanent storage shall require a building permit and shall meet all zoning district setback requirements. For purposes of this Article, “permanent” usage is defined as more than 180 days.

The use of any portable structure, (including but not limited to cartons, tents, tractor trailers, mobile trailers, portable storage units or freight containers), for less than 180 days will be considered temporary, it need not meet zoning district setback requirements, and no building permit will be required, unless the storage structure is permanently affixed to the ground.

Temporary storage in a portable structure which does not meet zoning district setback requirements may be permitted by the Building Inspector for construction purposes, but only for such time as the property is under active construction.

**Are you in favor of the adoption of Amendment No 9 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

Amend Article 14, Section 14.09 (1) to comply with recent legislative changes to extend expiration of variance from one (1) year to two (2) years.

**Are you in favor of the adoption of Amendment No 10 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

Amend Auburn Zoning Map:

Amend the current Commercial Two (C-2) (Village District Overlay) currently described with limits as "One hundred fifty feet (150') deep from its frontage on Manchester Road (Route 121) south towards Lake Massabesic and running from the west bank of Maple Falls Brook where it passes under Route 121 (Manchester Road) to the west sideline of Lot 2A, Tax Map 26" to entirely encompass boundary of Lot 2, Tax Map 26.

**Are you in favor of the adoption of Amendment No 11 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

Amend Current 3.10 Sign Regulations, by adding a new section 3.10 (2) to include definitions, making minor modifications to various sections of the existing text of the Article, adding several clarifications, and re-wording and re-numbering existing sections of Article 3.10, and adding a matrix of the various setbacks, heights and area requirements applicable to signs in the various zoning districts.

**Third:** To see if the Town will vote to approve the cost items for FY 2014 included in the two-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen and the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$21,412 over FY 2013 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Twenty-one thousand four hundred twelve dollars (**\$21,412**), such sum representing the additional costs attributable to the increase in salaries, fringe benefits and other cost items in year one of the new agreement over those that would be paid at current staffing levels. Costs items for FY 2015 will be presented to the voters for their approval in March 2015 in accordance with the terms of the collective bargaining agreement. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

**Fourth:** To see if the Town will vote to raise and appropriate the sum of Thirty-four thousand –six-hundred and seventy-five dollars (**\$34,675**) to implement a comprehensive mosquito control program to include the integration of various methods of reducing mosquito vector species of West Nile Virus and Eastern Equine Encephalitis. **(Recommended by the Board of Selectmen) (Not Recommended by the Budget Committee)**

**Fifth:** To see if the Town will vote to raise and appropriate the sum of Twenty-five-thousand dollars (**\$25,000**) to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2013 with no amount to be raised by taxation. **(Recommended by the Board of Selectmen) (Not Recommended by the Budget Committee)**

**Sixth:** To see if the Town will vote to raise and appropriate the sum of seventy-two thousand, six hundred ninety-six dollars (**\$72,696**) as the second year payment towards a seven-year municipal lease/purchase agreement for a new replacement Quint pumper truck for the Auburn Fire Department. This sum to come from the unreserved fund balance (surplus) as of December 31, 2013 with no amount to be raised by taxation. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

**Seventh:** To see if the Town will vote to authorize the Board of Selectmen to enter into a three-year lease/purchase agreement for \$45,500 for the purpose of acquiring a new four-wheel drive replacement of the Fire Command Vehicle for the Auburn Fire Department, and to raise and appropriate the sum of Fifteen-thousand-seven hundred and seventy-seven dollars (**\$15,777**) for the first year's payment for that purpose. This lease agreement contains a non-appropriation clause. **(Recommended by the Board of Selectmen) (Not Recommended by the Budget Committee)**

**Eighth:** To see if the Town will vote to raise and appropriate the sum of Five hundred dollars (**\$500**) for Big Brothers Big Sisters of Greater Manchester to support the mentoring programs services to youth, families and mentors of Auburn, and to authorize this cost to be placed in the Town's operating budget as an annual expense in future years. **(Recommended by the Board of Selectmen) (Not Recommended by the Budget Committee)**

**Ninth:** Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$5,054,873? Should this article be defeated, the default budget shall be \$5,007,108, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article.

**Tenth:** Are you in favor of the Town adopting and mandating all town departments utilize the following procurement code.

Town of Auburn NH  
Procurement Code

Section	Purpose
01	Purpose
02	Application of provisions
03	Definitions
04	Department purchasing responsibility
05	General procurement and award provisions
06	Authority to award and availability of funds
07	Source selection
08	Prequalification of bidders
09	Professional services
10	Negotiated procurement actions
11	Cooperative procurement
12	Special procurement
13	Prohibitions

**01 PURPOSE**

- (A) The procurement code shall promote fair and equitable treatment to all suppliers or prospective suppliers of goods and services, promote effective competition among prospective suppliers of goods and services, make as uniform as possible the procedures among various departments and agencies of the Town by the standardization of the procurement process, to prevent abuses and favoritism, and promote the economical, effective, and efficient use of the Town's total resources.
- (B) The purpose of the procurement code is to provide to the purchasing agency flexibility and defined guidelines for the purchasing of goods and services. These guidelines define maximum allowed procurement limits. The purchasing agency has the flexibility to reduce these limits in order to insure that the best interest of the Town is being served. Any questions relating to this procurement code should be addressed in writing to the Board of Selectmen and/or the appropriate governing body.



The purchasing agency will at all times retain adequate records, based on the size of the procurement, as to the type of procurement utilized and the basis of award.

## 02 APPLICATION OF PROVISIONS

- (A) This code applies to every expenditure of public dollars irrespective of their source, including federal assistance dollars, for the procurement of materials, supplies, services and construction. Nothing in this code shall prevent the Town from complying with the terms and conditions of any grant, gift, bequest or cooperative agreements. Procurement actions involving federal or state funding shall comply with their mandatory rules that may not be reflected in this procurement code.
- (B) The following procurement actions are not subject to this code:
  - (1) Intergovernmental agreements.
  - (2) Agreements negotiated by the Board of Selectmen and/or the appropriate governing body for the settlement of litigation or threatened litigation.
  - (3) Contracts awarded for professional witnesses for the purpose of providing testimony relating to existing or probable judicial proceedings.
  - (4) Contracts awarded for real property transactions.
  - (5) Other specific procurement actions based on recommendation of the Board of Selectmen and/or the appropriate governing body.

## 03 DEFINITIONS

For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**AMENDMENT.** A mechanism by which parties can agree to modify, delete or add to the original scope of work, terms and conditions of a contract. Typically, amendments are used to modify contracts for professional services and/or to modify contracts for the furnishing of materials and services.

**ADVANTAGEOUS.** In the best interest of the Town.

**AUDITOR.** The Town of Auburn's Auditor.

**BRAND NAME OR EQUAL SPECIFICATION** means a specification using one or more manufacturers' names or catalog numbers to describe the standard of quality, performance and other characteristics to meet Town requirements.

**BRAND NAME SPECIFICATION.** A specification limited to one or more items by a manufacturer's name or catalog numbers.

**CHANGE ORDER.** A WRITTEN ORDER SIGNED BY AN AUTHORIZED AGENT OF THE Town and by the contractor authorizing an addition, deletion, or revision in work or an adjustment in the contract price or contract time, issued on or after the effective date of the contract, as provided for in the original contract. Typically, change orders are used to modify construction contracts.

**CONSTRUCTION.** The process of building, altering, repairing, improving or demolishing any public structure or building, or other public improvements of any kind to public real property or any public infrastructure.

**CONSTRUCTION MANAGEMENT.** A project delivery method that provides a comprehensive array of management and/or consulting services spanning all phases of the design and construction process from conception to completion of the construction project.

**CONTRACT.** All types of Town agreements, regardless of what they may be called for the procurement of materials, supplies, services and purchase orders shall be used as the contract for procurement of materials and supplies. Formal written agreements shall be used for the procurement of services, construction and complex actions.

**CONTRACTOR.** Any person or firm who has a contract with the Town.

**DEBARMENT.** An action taken by the Town, under the provisions of this code, to prohibit a person from participating in Town procurements.

**DESIGN REQUIREMENTS.** The written description of the infrastructure facility or service to be procured, including:

- (1) Required features, functions, characteristics, qualities, and properties that are required;
- (2) The anticipated schedule, including start, duration, and completion;
- (3) Estimated budgets (as applicable to the specific procurement) for design, construction, operation and maintenance. The DESIGN REQUIREMENTS may, but need not, include drawings and other documents illustrating the scale and relationship of the features, functions and characteristics of the project.

**EMPLOYEE.** An individual drawing a salary or wages from the Town whether elected or not. Any non-compensated individual performing personal services for the Town or any department agency, commission, council, board, or any other entity established by the executive or legislative branch of the Town. Non-compensated individuals, serving as elected Town officials or serving on a Town Department Board, are also considered employees.

FINANCE OFFICER. The Finance Director of the Town of Auburn.

GOVERNING BODY. The Board of Selectmen, the Police Commission and the Board of Library Trustees.

GRATUITY. A payment, loan, subscription, advance, deposit of money, service, or gift, presented or promised.

INDEPENDENT PEER REVIEWER SERVICES. Additional architectural and engineering services provided to review design build proposals. The function of this review is to provide an independent professional peer review to confirm that the key elements of the professional engineering and architectural designs provided by the contractors are in conformance with the applicable standard of care.

INFRASTRUCTURE FACILITY. A building; structure; or networks of building, structures, pipes, controls, and equipment that provide transportation, utilities, public education, or public safety services.

INVITATION FOR BIDS. All documents, whether attached or incorporated by reference, which are used for soliciting bids according to the Town's procurement policies and procedures.

MAY. Shall be construed as being permissive.

MULTI-STEP SEALED BIDDING. A two-phase competitive process. The first phase consists of technical phase composed of one or more steps in which bidders submit unpriced technical offers to be evaluated by the Town. The second phase consists of a firm and final bid from those bidders whose technical offers were deemed acceptable by the Town.

PROCUREMENT. Buying, purchasing, renting, leasing or otherwise acquiring any materials, supplies, professional services and construction services. It also includes the description of requirements, selection and solicitation of sources, preparation and award of contract and all phases of contract administration.

PROPOSAL DEVELOPMENT DOCUMENTS. Drawings and other design related documents that are sufficient to fix and describe the size and character of an infrastructure facility as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate to the applicable project delivery method.

PURCHASING AGENCY. The Town department making the proposed procurement.

PURCHASING AGENCY DIRECTOR or DIRECTOR. The department head in charge of the Town department making the proposed procurement acting either directly or through authorized representatives.

REQUEST FOR PROPOSALS. All documents, whether attached or incorporated by reference, which are used for soliciting proposals according to the Town's procurement policies and procedures.

RESPONSIBLE BIDDER. A person or firm who submits a bid or proposal that conforms in all material respects to the invitation for bid or request for proposals and who has the financial capabilities and expertise to perform the contract requirements and the integrity and reliability that will assure good faith performance.

SERVICE. The furnishing of labor, time or effort by a contractor that does not involve the delivery of a specific end product other than required reports and performance. Service does not include employment agreements or collective bargaining agreements.

SHALL. Construed as being mandatory.

SOLICITATION. An invitation for bids, a request for technical offers, proposals, quotations or any other invitation or request by which the Town invites a person to participate in a procurement action.

SPECIFICATION. Any description of the physical or functional characteristics of materials, supplies, services or construction requirements. It may also include a description of any requirement for inspecting, testing, preparing materials, supplies services or construction projects for delivery.

#### 04 DEPARTMENT PURCHASING RESPONSIBILITY.

Department heads and Town officers shall be responsible for making purchases from funds appropriated to their respective departments. Each agency shall be responsible for coordinating and overseeing the purchases of motor vehicles for their agency. See 11, Specialized Procurement Actions for procurements exclusively delegated to a purchasing agency.

#### 05 GENERAL PROCUREMENT AND AWARD PROVISIONS

- (A) Prohibition against subdivision. No procurement action shall be subdivided to avoid the requirements of this procurement code.
- (B) Bulk purchases. Whenever feasible, procurements shall be done in bulk to take full advantage of discounts. Purchasing agencies shall be responsible for anticipating their needs in a timely fashion in order to consolidate and expedite procurement of the same type of items. Capital outlay requirements shall be planned and scheduled for periodic bulk procurement actions based on approved budget quantities.
- (C) Awards. Contracts for the procurement of supplies, materials and construction shall be award to the lowest responsible bidder unless otherwise provided for in the bidding documents or in the

procurement code. The basis of award shall always be defined in the bidding documents. Among other factors that may be considered in determining lowest responsible bidders are the following:

- (1) Capability. The ability and skill of the bidder to perform the contract.
  - (2) Timeliness. Whether the bidder can perform the contract or furnish the supplies promptly, in accordance with plans and specifications, or within the time specified, without delay or interference.
  - (3) Previous performance. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
  - (4) Quality. The quality of supplies or performance on previous purchases or contracts, including known quality based on previous use, and the quality, availability and adaptability of the suppliers or contractual services to the particular use.
  - (5) Legal compliance. Previous and existing compliance by the bidder with laws and ordinances relating to the contract.
  - (6) Conditions. The number and scope of conditions attached to the bid by the bidder.
- (D) Award to other than low dollar bidder. Award to other than the low bidder is not allowed unless the bidder is not responsible or unless the award formula specifically allowed for other items to be taken into account to decide who is the lowest responsible bidder. When it appears appropriate not to make an award to the lowest dollar bidder, the purchasing agency Director shall prepare a written statement of the reasons for the project files.
- (E) Multi-term contracts.
- (1) Purchase orders or written agreements or contracts may be awarded for a maximum of five years in one-year increments. Multi-term contracts shall contain provisions for cancellation by the Town in the event funds are not appropriated for the continuance of the contract. Any yearly increases in unit prices/rates shall be tied to an established CPI with a maximum yearly cap.
  - (2) Multi-year contracts without a "cancellation by the Town" provision or contract committing future unappropriated funds or a contract without a set maximum yearly adjustment must be approved by the Board of Selectmen or appropriate governing body. Multi- year contracts that have been totally funded to not have to conform to this section.
- (F) Late bids or proposals. A bid, proposal, modification or withdrawal is late if it is received at the location designated in the invitation for bids or request for proposals, after the time and date set in the solicitation documents. Late bids or proposals shall be rejected.
- (G) Mistakes in bids. A bidder may correct mistakes discovered before the time and date set for the opening of bids based on procedures in the solicitation documents. After a bid is opened, mistakes based on an error in judgment shall be corrected or withdrawn, unless it is obvious to the Town that an egregious error was made. Minor or administrative mistakes may be waived by the purchasing agency director.
- (H) Cancellation of solicitations. An invitation for bids, a request for proposals, or other formal solicitations may be cancelled or rejected in whole or in part if deemed advantageous to the Town.
- (I) Pre-bid specifications. All specifications shall be written to promote overall economy for the purposes intended and encourage competition in satisfying the Town's needs and shall not be unduly restrictive. General performance specifications may be used in a request for Proposals and Multi-step procurements when it is not desirable or feasible to prepare detailed specifications.
- (J) Cost or pricing data. The submission of current cost or pricing data may be required in situations where analysis of the proposed price is essential to determine that the price is reasonable and fair. A contractor shall, when requested, submit current cost or pricing data and shall certify that the cost or pricing data submitted is accurate, complete and current as of a mutually determined specified date.
- (K) Change orders. Change orders to contracts may be executed according to change order clauses provided for in the original contract provided the change order does not materially change the scope of the original procurement.
- (L) Pre-bid or pre-proposal conferences. A pre-bid or pre-proposal conference may be conducted within a reasonable time before bid opening or receipt of proposals. Pre-bid or pre-proposal conferences may be mandatory. If mandatory, only those bidders attending the mandatory pre-bid conference, shall be allowed to participate in the bid or proposal. Any changes to the solicitation documents shall be provided to all eligible bidders.
- (M) Prequalification. The purchasing agency may require prequalification of prospective bidders for the procurement of supplies, materials, services and construction if the procurement is less than \$250,000. If the procurement is over \$250,000 the purchasing agency shall conform to 08 of this

procurement code. Bidders have a continuing duty to provide the purchasing agency directory with information on any material changes affecting the basis of requalification.

- (N) Bid or performance bonds. The purchasing agency may require the use of bid or performance bonds or other securities for the procurement of supplies, materials, services or for construction, in order to guarantee satisfactory completion of the procurement. However, any procurements over \$150,000 shall require a bid and performance bond or other security satisfactory to the Purchasing Agency after consulting with the board of Selectmen or appropriate governing body. Bonds required by statute will not be waived. Any such bonding or security requirements shall be set forth in the solicitation. Failure of the bidder to comply with the security requirements in the solicitation may result in the rejection of the bid or proposal.
- (O) Right to inspect. The Town may, at reasonable times, inspect the place of business of a contractor or any subcontractor that is related to the performance of any contract awarded or to be awarded by the Town.
- (P) Right to audit. The Town may, at reasonable times and places, audit the books and records of any contractor who submits cost or pricing data required by solicitations. If the Town determines that there may be a need to audit a procurement, the contract agreement shall define these rights and who will assume the cost of the audit.
- (Q) Town procurement records. All determinations and other written records pertaining to the solicitation, award or performance of a contract shall be maintained for the Town in a contract file by the purchasing agency. All procurement records shall be retained and disposed of by the Town according to the records retention guidelines, Internal Revenue requirements and schedules of the Town.

#### 06 AUTHORITY TO AWARD AND AVAILABILITY OF FUNDS

- (A) Authority to award. All procurement actions made based on approved department budgets and authorized CIP allocations shall be awarded by the purchasing agency having delegated authority provided by this Procurement Code. Procurement actions not authorized to a department or multi-year contracts without a "cancellation by the Town" provision requiring future Town appropriations, shall be approved by the Board of Selectmen.
- (B) Availability of funds. Unencumbered funds to cover the entire purchase order or contract must be available in the appropriate budget of the purchasing agency prior to award of any purchase order or contract. Purchase orders and contracts are subject to the annual appropriation of funds. Multi-term purchase orders or contracts shall have adequate unencumbered funds available for the first year except as noted.

#### 07 SOURCE SELECTION

- (A) Small purchases. Small purchases are considered informal procurement actions. Procurement requirements shall not be artificially divided so as to constitute a small purchase.
  - (1) Total price is \$10,000 or less, it shall be made after adequate inquiry based on the director or his or her designee's knowledge of a reasonable price and satisfactory quality.
  - (2) Total price more than \$10,000 to \$25,000. When the total price is greater than \$10,000, and not more than \$25,000 purchases shall be made using documented oral or written price or rate quotations from an adequate number of suppliers. If available, a minimum of three quotations from qualified suppliers shall be obtained. Such price and rate quotations, the date of such quotations and the names of suppliers shall be documented.
- (B) Competitive sealed bidding. Competitive sealed bidding is considered a formal procurement action. Except as provided in this procurement code, all purchases in excess of \$25,000 shall be made by competitive sealed bidding. Purchase orders and contracts shall be awarded to the lowest responsible bidder except as provided for in this code. Competitive sealed bidding procedures shall at a minimum, incorporate the following:
  - (1) Formal bid specifications that at a minimum include the general terms and conditions of the proposed purchase, requirements of the bidder, form of contract, the forms for submission of bids and the basis of award.
  - (2) Product or service specifications that accurately describe the product or service required in such a manner as to not preclude competition. If specific manufacturer's names or models are used to describe the product or service, a minimum of two manufacturers' names should be used if available. There shall be a provision for approval of an equal product or service. Also, see 10 (5).
  - (3) Adequate public notice of a minimum of ten business days, prior to the date established for the opening of bids. At a minimum, public notice shall consist of:

- (a) Notifying electronically, or otherwise, vendors registered on the Town's bid list (email notification list); and
  - (b) Posting all competitive solicitations on the Town's website;  
Town department personnel shall have the option of notifying selected commercial subscription services, "Bid Houses," of all relevant competitive bids or publishing selected competitive solicitations in the local newspaper.
- (4) Sealed bids shall be opened publicly at the Board of Selectmen meeting designated in the invitation for bids. A tabulation of all bids received shall be available for public inspection within a reasonable period of time. Departments shall determine an adequate amount of time.
- (5) The purchasing agency may negotiate with the two low bidders in order to reduce the bid to fall within available funds and/or to obtain a lower bid amount, provided that the original intent of the procurement is not materially changed. The right to negotiate a lower total bid must be a condition of the bidding documents.
- (6) The award of bids shall be formalized through the execution of a purchase order or written contractual agreement.
- (7) The purchasing agency may reject any or all bids or parts thereof when such rejection has been determined to be in the Town's best interest.
- (C) Multi-step sealed bidding. When it is considered impractical to readily prepare a detailed specification to support an award based on price, a two-step bid process may be used. The first step is request for proposals, based on a general or performance specification, requesting the submission of unpriced technical proposals. The second step is an invitation for firm and final priced bids to those bidders whose proposals have been determined to be technically acceptable under the criteria set forth in the first step.
  - (1) The multi-step sealed bidding method may be used if the purchasing agency determines that:
    - (a) Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the Town.
    - (b) Definite criteria exist for evaluation of technical offers.
    - (c) More than one technically qualified source is expected to be available.
    - (d) A fixed price contract will be used.
  - (2) The invitation to bid must provide notice that a multi-step process is being used. The notice should explain the multi-step process and that only those bidders providing technically acceptable proposals, will be allowed to participate in submitting a final bid price.
  - (3) Adequate public notice of a minimum of ten working days prior to the date established for the opening of bids shall be provided. Such notice shall include as a minimum publication in a newspaper of general circulation.
  - (4) Award shall be made to the lowest dollar responsible bidder.
- (D) Competitive sealed proposals.
  - (1) When competitive sealed bidding is not practical or advantageous to the Town, the purchasing agency director, may authorize the use of competitive sealed proposals and negotiations as the procurement method.
  - (2) In determining whether competitive sealed bidding is practical or advantageous to the Town, the purchasing agency director, shall consider the following factors:
    - (a) Whether the cost to develop formal technical bid specifications sufficient to insure open competitive bids, would make the total cost of the procurement excessive.
    - (b) Whether the proposed purchase is to be accompanied by land, development, or other related economic transactions, therefore the bid price may not accurately reflect the total economic effect of the purchase.
    - (c) Whether the product or service is specialized or custom produced, and the development of terms, conditions, specifications, and other provisions specifically defining the procurement requires interaction with prospective suppliers.
    - (d) Where no responsible bidder has submitted a bid in response to the invitation.
  - (3) If the purchasing agency director determines that competitive sealed bidding is not practical and that competitive sealed proposals and negotiations should be used, the purchasing agency shall:
    - (a) Develop terms, conditions and general or performance specifications for the product or service required.

- (b) In such cases where the award is not necessarily to be based on the lowest negotiated price, the request for proposals shall indicate and define the relative importance of price and other significant evaluation factors.
  - (c) Provide adequate public notice as in the case of competitive sealed bids.
  - (d) Sealed proposals shall be received at the time and place designated in request for proposals. A proposal received after the closing date and time set for the receipt of proposals, is late and shall not be considered. No proposals shall be handled so as to permit disclosure of the contents of any proposal to competing offerers during the process of negotiation. Submission of the proposal shall be conditioned on not disclosing the proposals content until the completion of negotiations and award of a contract. Proposals shall be opened in the presence of witnesses. Proposals and modifications shall be shown only to Town personnel having a legitimate interest in them or persons assisting in the Town evaluation.
- (4) After the opening and evaluation of competitive sealed proposals, written or verbal negotiations may be conducted with one or more parties who have submitted proposals. Such negotiations are designed to achieve terms and conditions most favorable to the Town. Negotiations need not be conducted where time constraints preclude additional negotiations or where the purchasing agency certifies that acceptance of an initial offer without discussion, would result in fair and equitable prices. The request for proposals shall clearly define the Town's rights pertaining to negotiations.
  - (5) Award shall be made to the proposer whose proposal has been determined to be responsive and most advantageous to the Town. The contract file shall contain, in writing, the basis on which award is made.

#### 08 PREQUALIFICATION OF BIDDERS

- (A) Prequalification of potential bidders shall be accomplished for all contracts for construction, reconstruction, alteration and repair or refurbishing of real property with an estimated project cost in excess of \$250,000. Prequalification of contractors based on the type of work and dollar limits may be done annually. The invitations for bids shall be issued only to firms that have, in the Town's sole determination, been prequalified.
- (B) The purchasing agency involved shall establish rules and regulations that govern prequalification of bidders. The rules and regulations shall take into consideration:
  - (1) The ability, capacity, and skill of the bidder to perform the contractor provide the service required.
  - (2) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
  - (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
  - (4) The quality of performance on previous contracts.
  - (5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
  - (6) The sufficiency of financial resources and ability of the bidder to perform the contract.
  - (7) The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
  - (8) The ability of the bidder to provide future maintenance and service.
  - (9) The number and scope of bidder conditions attached to the bid.
  - (10) The amount of total direct and indirect costs that would be incurred by the Town because of the bid.
  - (11) The ability of the bidder to meet the Town's bonding and insurance requirements.
- (C) These rules and regulations may also include other special considerations as authorized by law.

#### 09 PROFESSIONAL SERVICES

The procurement of data processing, medical services and independent consultant services for personnel, insurance and actuarial planning and management, human resource and public relations, may be accomplished using the following procedures:

- (A) Professional services \$25,000 or less. The purchasing agency may solicit one or more proposals for the procurement of professional services at a fee which is deemed fair and reasonable. The purchasing agency will document the basis of the procurement in the project file. In no case shall more than three awards be made to the same vendor in any 12 months without the prior written notification to the Board of Selectmen or appropriate governing body.

- (B) Professional services greater than \$25,000. A formal request for proposal process shall be used. The purchasing agency shall develop a request for proposals to include terms, conditions, scope of service, desired results, end product and consultant qualification. Selection criteria and the method of determining a final fee by the Town will be included in the request for proposals.
- (1) Adequate public notice of a minimum of ten business days prior to the date established for the receipt of qualifications and/or proposals shall be provided. Such notice shall include as a minimum, publication in the newspaper of general circulation.
  - (2) A minimum of three proposals, if available, shall be evaluated and selection made based on demonstrated competence, qualifications and project approach for the services required. Where applicable to a particular project, factors such as the following shall be used in tentatively selecting a firm:
    - (a) Specific experience with similar projects.
    - (b) Specific experience with earlier phases of the same project.
    - (c) Background and experience of staff members who would be assigned to the job.
    - (d) Availability.
    - (e) Locality of firm.
    - (f) Ability to communicate ideas.
    - (g) Ability to supply all of the major disciplines necessary to perform the work.
    - (h) Qualifications of subcontractors/sub-consultants.
    - (i) Conceptual design/project approach.
    - (j) Accuracy of the firm in estimating time and cost requirements.
    - (k) Responsiveness to requirements contained in the RFP.
    - (l) Financial capabilities of the firm.
  - (3) The purchasing agency may interview one or more of the proposers in order to clearly understand the proposers qualifications and the submitted proposal.
  - (4) Selection criteria may be established in order to determine the best overall proposal. The criteria may incorporate a weighting system for the proposals received.
  - (5) Fees for professional services are an important consideration, which must not be taken lightly. However, selection shall be ultimately based on demonstrated competence, qualifications and project approach at a reasonable fee. Depending on the complexity of the project, the purchasing agency may utilize one of the following procedures to determine a fee:
    - (a) The fee can be requested as part of the requested proposal and considered in tentatively selecting a firm.  
A multi-step sealed procurement can be requested where the sealed fee is not opened until a proposer has been tentatively selected.  
A fee can be negotiated after a proposer has been selected and a final scope of services has been determined.
  - (6) If necessary, the purchasing agency may negotiate with one or more responsive firms in order to make a tentative selection. Once a tentative selection has been made, a final scope of services and fee shall be negotiated with the selected firm in order to enter into a contract deemed to be in the best interest of the Town.
  - (7) On award, all contracts for professional services shall be formalized in a written agreement signed by the applicant and the purchasing agency.

#### 10 NEGOTIATED PROCUREMENT ACTIONS.

- (A) Purchase orders or written agreements shall be awarded without benefit of formal or informal bidding in one or more of the following cases. Negotiation methods may be used to award the contracts.
  - (1) Purchases required in the event of an emergency that necessitates the immediate purchase of goods or services.
  - (2) Purchases where the cost of the service is fixed by law.
  - (3) Purchases that can be procured through cooperative intergovernmental purchase agreements with other government jurisdictions.
  - (4) Sole source procurements, where the proposed purchase is manufactured by only one company.
  - (5) Purchases from a sole manufacturer, where it is determined to be more efficient and economical to reduce costs of maintenance of additional repair parts, suppliers or services.
  - (6) Purchases that have been preceded by competitive sealed bidding, where no responsive bidder has responded.

- (7) Purchases under extensions of contracts when the same or lower price is extended for another year or part of a year. The maximum extensions shall not exceed five years without written notification to the Board of Selectmen or appropriate governing body.
- (8) Purchases under intergovernmental agreements or contracts that require use of procurement procedures inconsistent with the provisions of this section.
- (9) Town share contracts that include contracts with developers for the construction of public improvements whereby the Town shares in the cost of construction.
- (10) Used, discontinued or otherwise unique equipment or commodities that become available (such as at an auction) or are offered only for a limited time and may be acquired below the cost of similar new items.
- (11) Service on existing equipment when it is advantageous to the Town to obtain parts, repair or service on existing equipment from a factory authorized dealer or distributor.
- (12) Perishable supplies that cannot be purchased by ordinary procurement methods because of imminent spoilage or decay.
- (13) Standardized parts, modules or accessories that will minimize excessive inventory or maintain compatibility with existing furnishings or installations.
- (14) Open ended purchase orders or written agreements with local suppliers in order to provide for emergencies, reduced down time of equipment or projects, and for supplies and materials not stored in a Town warehouse.

#### 11 COOPERATIVE PROCUREMENT.

The purchasing agency shall have authority to join with any other municipal, state, or federal governmental agency in cooperative procurement actions.

#### 12 SPECIAL PROCUREMENT METHODS

The purchasing agency proposing to utilize this section of the procurement code must detail in the project file why utilizing this section of the code is in the best interest of the Town.

##### (A) Procurement methods.

- (1) Design-build is a project delivery method in which the procuring agency enters into a single contract for design and construction of an infrastructure facility. Procurement of design-build services shall generally follow procedures outlined in the "Design Build manual of Practice", as published by the "Design Build Institute of America".
- (2) Design-bid-build means a project delivery method in which the purchasing agency sequentially awards separate contracts, the first for Architectural and Engineering Services to design the project and the second for construction of the project according to the design.
- (3) Operation and maintenance is a project delivery method whereby the procuring agency enters into a single contract for the routine operation, routine repair, and routine maintenance of an infrastructure facility. Operation and Maintenance services shall be procured from prequalified contractors by utilizing competitive sealed proposals submitted in response to a request for proposals, which has established the supplies and services required to maintain and operate infrastructure facilities.
- (4) Design-build-operate-maintain is a project delivery method in which the procuring agency enters into a single contract for design, construction, maintenance, and operation of an infrastructure facility over a contractually defined period. All or portion of the funds required to pay for the services provided by the contractor during the contract period are either appropriated by the Town prior to award of the contract or secured by the Town through fee or user charges. Procurement of design-build-operate-maintain services shall generally follow procedures outlined in the "Design Build Manual of Practice", as published by the "Design Build Institute of America".
- (5) Design-build-finance-operate is a project delivery method in which the procuring agency enters into a single contract for design, construction, finance, maintenance, and operation of an infrastructure facility over a contractually defined period. No funds are appropriated to pay for any part of the services provided by the contractor during the contract period. Procurement of design-build-finance-operate-maintain services shall generally follow procedures outlined in the "Design Build Manual of Practice", as published by the "Design Build Institute of America. A preliminary determination by the Town should have been made that project revenues are sufficient, over the length of the proposed contract, to cover design, construction, finance, and operations.
- (6) Design-build-finance-operate-maintain means a project delivery method in which the purchasing agency enters into a single contract for design, construction, finance, maintenance, and



operation of an infrastructure facility over a contractually defined period. No Town funds are appropriated to pay for any part of the services provided by the contractor during the contract period. This delivery method does not preclude the Town from providing financing as long as the Town ultimately is reimbursed all of its costs over the life of the contract agreement.

- (7) Construction management services is a project delivery process by which a qualified third party provides construction leadership with a defined scope throughout various phases of the project (e.g. planning, design and construction). The Construction Manager would typically provide advice and the construction leadership, contract management, direction, supervision, coordination and control of the work during the construction phase. The Construction Manager would strive to integrate the expertise of the design professional with the contractor's knowledge of project constructability in order to obtain a cost effective end result. The Construction Manager could hold the dual role of design professional and contractor. The procurement of Construction Management Services shall generally follow procedures outlined by the Association of General Contractors "owners Guidelines for Selection of a Construction Manager".
  - (8) Other special project delivery methods or combinations of the above may be utilized provided that the purchasing agency can demonstrate that the delivery method meets the intent of this procurement code and receives the approval of the Board of Selectmen or appropriate governing body.
  - (B) Evaluation factors. The request for proposals shall state all evaluation factors and sub-factors that will be separately rated and the weights to be given to each factor and sub-factor in the evaluation. Evaluation factors may consist of the following:
    - (1) Demonstrated compliance with design requirements;
    - (2) Qualifications and experience;
    - (3) Financial capacity;
    - (4) Project schedule;
    - (5) Price (or life-cycle price for design-build-operate-maintain and design-build-finance-operate-maintain procurements); and
    - (6) Other evaluation factors if any.
  - (C) The request for proposals may require each offerer to identify an Independent Design Peer Reviewer whose competence and qualifications to provide such services shall be an additional evaluation factor in the award of the contract. The Town reserves the right to choose its own Independent Design Peer Reviewer.
- 13 PROHIBITIONS.
- (A) Conflict of interest. No employee, officer or agent of the Town shall participate in the award or administration of a contract in which they or any member of their immediate family has an interest. No employee, officer or agent shall participate in the award or administration of a contract with any person, firm, partnership or corporation in which they or any member of their immediate family is an officer or employee or is about to become an officer or employee.
  - (B) Pecuniary benefit. No employee, officer or agent of the Town who is participating or is about to participate in the award or administration of a contract, shall either solicit or accept any kickback, gratuity, contingent payment or other pecuniary benefit from any firm, person, partnership or corporation involved in such contract. For the purpose of this section, PECUNIARY BENEFIT means any advantage in the form of money, property, commercial interest, travel, offer of employment or anything else, the primary significance of which is economic gain.
  - (C) Standards of conduct. Every employee, officer or agent of the Town is expressly prohibited from knowingly participating in the following:
    - (1) Underestimating or exaggerating requirements to certain prospective bidders for the purpose of influencing bids.
    - (2) Misrepresenting competitor's prices, quality or service to obtain concessions.
  - (D) Savings provision. Nothing in this chapter is intended to invalidate or in any way limit the term of any contract or special service agreement lawfully made prior to the effective date of this chapter.

**(By petition submitted and signed by at least twenty-five certified petitioners).**

**Eleventh:** To transact any other business that may legally come before the Town Meeting.

Given under our hands and seals this 27th day of January 2014.

The Selectmen of the Town of Auburn

---

Russell C. Sullivan, Chairman

---

James F. Headd, Selectman

---

Paul M. Raiche, Selectman

# BUDGET OF THE TOWN WITH A MUNICIPAL BUDGET COMMITTEE

OF: Town of Auburn

BUDGET FORM FOR TOWNS WHICH HAVE ADOPTED  
THE PROVISIONS OF RSA 32:14 THROUGH 32:24

Appropriations and Estimates of Revenue for the Ensuing Year January 1, 2014 to December 31, 2014

or Fiscal Year From \_\_\_\_\_ to \_\_\_\_\_

## **IMPORTANT:**

Please read RSA 32:5 applicable to all municipalities.

1. Use this form to list the operating budget and all special and individual warrant articles in the appropriate recommended and not recommended area. All proposed appropriations must be on this form.
2. Hold at least one public hearing on this budget.
3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the town clerk, and a copy sent to the Department of Revenue Administration at the address below within 20 days after the meeting.

This form was posted with the warrant on (Date): January 27, 2014

## **BUDGET COMMITTEE**

*Please sign in ink.*

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Peter Miles

Donald Deland

Bertrand Ouellette

Mary Beth Lufkin

David Wesche

Paula Marzloff

Alan Villeneuve

James Headd

**THIS BUDGET SHALL BE POSTED WITH THE TOWN WARRANT**

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)230-5090

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year (Recommended) (Not Recommended)		BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year (Recommended) (Not Recommended)	
GENERAL GOVERNMENT								
4130-4139	Executive	9	221,310	219,387	226,318		225,568	750
4140-4149	Election,Reg.& Vital Statistics	9	71,984	81,227	87,077		87,077	
4150-4151	Financial Administration	9	100,023	101,684	97,915		97,915	
4152	Revaluation of Property							
4153	Legal Expense	9	80,000	103,979	80,000		80,000	
4155-4159	Personnel Administration	9	362,320	385,845	364,292		364,292	
4191-4193	Planning & Zoning	9	86,362	40,251	77,510		76,160	1,350
4194	General Government Buildings	9	73,005	72,551	72,383		72,383	
4195	Cemeteries	9	17,000	26,575	17,000		17,000	
4196	Insurance	9	68,635	77,612	82,186		82,186	
4197	Advertising & Regional Assoc.	9	7,400	7,248	7,831		7,831	
4199	Other General Government	9	102,967	132,603	109,491		109,091	400
PUBLIC SAFETY								
4210-4214	Police	9	1,007,808	979,776	1,057,016		1,054,616	1,660
4215-4219	Ambulance	9	52,094	54,698	63,033		63,033	
4220-4229	Fire	9	392,504	390,563	387,241		387,241	
4240-4249	Building Inspection	9	59,041	55,131	61,737		61,637	100
4290-4298	Emergency Management	9	2,501	35,562	2,201		2,201	
4299	Other (Including Communications)	9		168	8,757		8,757	
AIRPORT/AVIATION CENTER								
4301-4309	Airport Operations							
HIGHWAYS & STREETS								
4311	Administration							
4312	Highways & Streets	9	1,012,859	1,001,391	1,047,886		1,045,386	2,500
4313	Bridges							

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year		BUDGET COMM. APPROPRIATIONS Ensuing Fiscal Year	
					(Recommended)	(Not Recommended)	(Recommended)	(Not Recommended)
<b>HIGHWAYS &amp; STREETS (cont.)</b>								
4316	Street Lighting	9	12,000	12,636	13,500		13,500	
4319	Other							
<b>SANITATION</b>								
4321	Administration							
4323	Solid Waste Collection							
4324	Solid Waste Disposal	9	13,700	9,266	13,200		13,200	
4325	Solid Waste Clean-up							
4326-4329	Sewage Coll. & Disposal & Other							
<b>WATER DISTRIBUTION &amp; TREATMENT</b>								
4331	Administration							
4332	Water Services							
4335-4339	Water Treatment, Conserv.& Other							
<b>ELECTRIC</b>								
4351-4352	Admin. and Generation							
4353	Purchase Costs							
4354	Electric Equipment Maintenance							
4359	Other Electric Costs							
<b>HEALTH/WELFARE</b>								
4411	Administration	9	2,249	2,558	2,471		2,471	
4414	Pest Control	9	18,861	17,987	19,202	50	19,252	
4415-4419	Health Agencies & Hosp. & Other	9	4,593	4,593	7,114		6,116	998
4441-4442	Administration & Direct Assist.	9	41,837	29,394	41,867		41,867	
4444	Intergovernmental Welfare Payemnts	9	4,471	4,471	4,471		4,471	
4445-4449	Vendor Payments & Other							

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year		BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year	
					(Recommended)	(Not Recommended)	(Recommended)	(Not Recommended)
<b>CULTURE &amp; RECREATION</b>								
4520-4529	Parks & Recreation	9	101,291	93,685	96,533		85,533	11,000
4550-4559	Library	9	136,192	134,893	143,561		141,841	1,720
4583	Patriotic Purposes	9	6,000	7,540	6,000		6,000	
4589	Other Culture & Recreation							
<b>CONSERVATION</b>								
4611-4612	Admin. & Purch. of Nat. Resources	9	2,714	276	2,727		2,727	
4619	Other Conservation							
4631-4632	Redevelopment and Housing							
4651-4659	Economic Development							
<b>DEBT SERVICE</b>								
4711	Princ.- Long Term Bonds & Notes	9	1		1		1	
4721	Interest-Long Term Bonds & Notes	9	1		1		1	
4723	Int. on Tax Anticipation Notes	9	1		1		1	
4790-4799	Other Debt Service							
<b>CAPITAL OUTLAY</b>								
4901	Land			25,000				
4902	Machinery, Vehicles & Equipment	9	75,518	75,517	75,518		75,518	
4903	Buildings							
4909	Improvements Other Than Bldgs.	9	800,000	788,780	800,000		800,000	
<b>OPERATING TRANSFERS OUT</b>								
4912	To Special Revenue Fund							
4913	To Capital Projects Fund							
4914	To Enterprise Fund							
	- Sewer							
	- Water							

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year		BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year	
					(Recommended)	(Not Recommended)	(Recommended)	(Not Recommended)
	<b>OPERATING TRANSFERS OUT (cont.)</b>							
	- Electric							
	- Airport							
4918	To Nonexpendable Trust Funds							
4919	To Fiduciary Funds							
<b>OPERATING BUDGET TOTAL</b>			<b>4,937,242</b>	<b>4,972,847</b>	<b>5,076,041</b>	<b>50</b>	<b>5,054,873</b>	<b>21,218</b>

**\*\*SPECIAL WARRANT ARTICLES\*\***

Special warrant articles are defined in RSA 32:3, VI, as appropriations: 1) in petitioned warrant articles; 2) appropriations raised by bonds or notes; 3) appropriations to a separate fund created pursuant to law, such as capital reserve funds or trusts funds; or 4) an appropriation designated on the warrant as a special article or as a nonlapsing or nontransferable article.

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year		BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year	
					(Recommended)	(Not Recommended)	(Recommended)	(Not Recommended)
4915	To Capital Reserve Fund	5 4	50,000	50,000	25,000			25,000
<b>SPECIAL ARTICLES RECOMMENDED</b>			50,000	50,000	25,000			25,000

**\*\*INDIVIDUAL WARRANT ARTICLES\*\***

"Individual" warrant articles are not necessarily the same as "special warrant articles". An example of an individual warrant article might be negotiated cost items for labor agreements, leases or items of a one time nature you wish to address individually.

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year		BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year	
					(Recommended)	(Not Recommended)	(Recommended)	(Not Recommended)
4415	Child & Family Services	6	500	500				
4415	Home Health & Hospice Center	7	1,000					
4415	Big Bothers Big Sisters	8			500			500
4901	Mosquito Control	3 4	34,675	33,740	34,675			34,675
4902	Fire Truck	5 8	72,696	72,696	72,696		72,696	
4902	Fire Command Vehicle	7			15,777			15,777
4909	Police Union	2 3	33,313		21,412		21,412	
<b>INDIVIDUAL ARTICLES RECOMMENDED</b>			142,184	106,936	145,060		94,108	50,952



1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
<b>TAXES</b>					
3120	Land Use Change Taxes - General Fund				
3180	Resident Taxes				
3185	Timber Taxes		6,700	5,000	5,000
3186	Payment in Lieu of Taxes		696,743	515,000	515,000
3189	Other Taxes				
3190	Interest & Penalties on Delinquent Taxes		87,000	80,000	80,000
	Inventory Penalties				
3187	Excavation Tax (\$.02 cents per cu yd)				
<b>LICENSES, PERMITS &amp; FEES</b>					
3210	Business Licenses & Permits		53,000	55,000	55,000
3220	Motor Vehicle Permit Fees		1,150,000	1,160,000	1,160,000
3230	Building Permits		60,000	50,000	50,000
3290	Other Licenses, Permits & Fees		12,000	12,000	12,000
3311-3319	<b>FROM FEDERAL GOVERNMENT</b>		35,000		
<b>FROM STATE</b>					
3351	Shared Revenues				
3352	Meals & Rooms Tax Distribution		224,945	224,945	224,945
3353	Highway Block Grant		129,617	129,617	129,617
3354	Water Pollution Grant				
3355	Housing & Community Development				
3356	State & Federal Forest Land Reimbursement				
3357	Flood Control Reimbursement				
3359	Other (Including Railroad Tax)				
3379	<b>FROM OTHER GOVERNMENTS</b>		41,000	10,000	10,000
<b>CHARGES FOR SERVICES</b>					
3401-3406	Income from Departments		50,000	50,000	50,000
3409	Other Charges				
<b>MISCELLANEOUS REVENUES</b>					
3501	Sale of Municipal Property		46,500	6,000	6,000
3502	Interest on Investments		2,000	2,000	2,000
3503-3509	Other		4,000	4,000	4,000
<b>INTERFUND OPERATING TRANSFERS IN</b>					
3912	From Special Revenue Funds				
3913	From Capital Projects Funds				

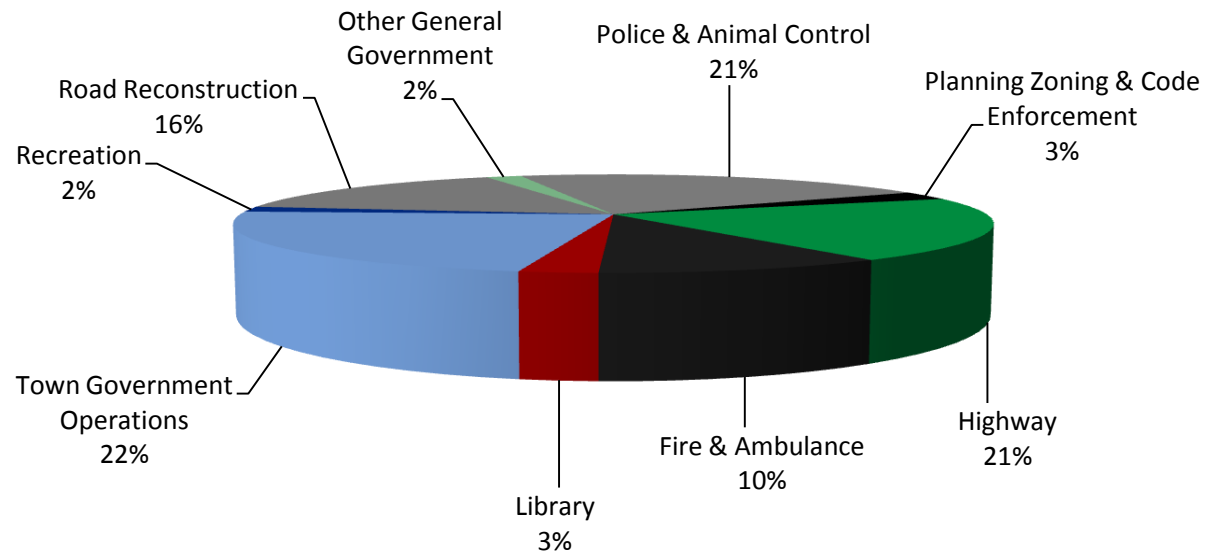
1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
<b>INTERFUND OPERATING TRANSFERS IN (cont.)</b>					
3914	From Enterprise Funds				
	Sewer - (Offset)				
	Water - (Offset)				
	Electric - (Offset)				
	Airport - (Offset)				
3915	From Capital Reserve Funds				
3916	From Trust & Fiduciary Funds		9,000		
3917	Transfers from Conservation Funds				
<b>OTHER FINANCING SOURCES</b>					
3934	Proc. from Long Term Bonds & Notes				
	Amounts Voted From Fund Balance		122,696	97,696	72,696
	Estimated Fund Balance to Reduce Taxes		100,000	50,000	50,000
<b>TOTAL ESTIMATED REVENUE &amp; CREDITS</b>			<b>2,830,201</b>	<b>2,451,258</b>	<b>2,426,258</b>

**\*\*BUDGET SUMMARY\*\***

	PRIOR YEAR ADOPTED BUDGET	SELECTMEN'S RECOMMENDED BUDGET	BUDGET COMMITTEE'S RECOMMENDED BUDGET
Operating Budget Appropriations Recommended (from pg. 5)	4,937,242	5,076,041	5,054,873
Special Warrant Articles Recommended (from pg. 6)	50,000	25,000	
Individual Warrant Articles Recommended (from pg. 6)	142,184	145,060	94,108
TOTAL Appropriations Recommended	5,129,426	5,246,101	5,148,981
Less: Amount of Estimated Revenues & Credits (from above)	2,830,201	2,451,258	2,553,816
Estimated Amount of Taxes to be Raised	2,299,225	2,794,843	2,595,165

Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18: \_\_\_\_\_  
 (See Supplemental Schedule With 10% Calculation)

## 2014 TOWN BUDGET BREAKDOWN



# DEFAULT BUDGET OF THE TOWN

OF: \_\_\_\_\_ Town of Auburn \_\_\_\_\_

For the Ensuing Year January 1, 2014 to December 31, 2014

or Fiscal Year From \_\_\_\_\_ to \_\_\_\_\_

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

1. Use this form to list the default budget calculation in the appropriate columns.
2. Post this form or any amended version with proposed operating budget (MS-6 or MS-7) and the warrant.
3. Per RSA 40:13, XI, (a), the default budget shall be disclosed at the first budget hearing.

## GOVERNING BODY (SELECTMEN)

*or*

Budget Committee if RSA 40:14-b is adopted

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

\_\_\_\_\_  
Russell Sullivan

\_\_\_\_\_  
James F. Headd

\_\_\_\_\_  
Paul Raiche

**NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)230-5090**

Default Budget - Town of Town of Auburn FY 2014

1	2	3	4	5	6
Acct. #	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Prior Year Adopted Operating Budget	Reductions & Increases	Minus 1-Time Appropriations	DEFAULT BUDGET
<b>GENERAL GOVERNMENT</b>					
4130-4139	Executive	221,310	4,133		225,443
4140-4149	Election, Reg. & Vital Statistics	71,984	8,844		80,828
4150-4151	Financial Administration	102,078	-6,183		95,895
4152	Revaluation of Property				
4153	Legal Expense	80,000			80,000
4155-4159	Personnel Administration	362,320	1,379		363,699
4191-4193	Planning & Zoning	86,362	1,651		88,013
4194	General Government Buildings	73,005	673		72,329
4195	Cemeteries	17,000			17,000
4196	Insurance	68,635	7,343		75,978
4197	Advertising & Regional Assoc.	7,400	431		7,831
4199	Other General Government	103,717	2,154		105,871
<b>PUBLIC SAFETY</b>					
4210-4214	Police	1,031,614	9,172		1,040,786
4215-4219	Ambulance	52,094	10,939		63,033
4220-4229	Fire	392,504	-152		392,352
4240-4249	Building Inspection	59,041	2,029		61,070
4290-4298	Emergency Management	2,501	300		2,201
4299	Other (Incl. Communications)	8,757			8,757
<b>AIRPORT/AVIATION CENTER</b>					
4301-4309	Airport Operations				
<b>HIGHWAYS &amp; STREETS</b>					
4311	Administration				
4312	Highways & Streets	1,012,859	-1		1,012,858
4313	Bridges				
4316	Street Lighting	12,000	1,500		13,500
4319	Other				
<b>SANITATION</b>					
4321	Administration				
4323	Solid Waste Collection	13,700			13,700
4324	Solid Waste Disposal				
4325	Solid Waste Clean-up				
4326-4329	Sewage Coll. & Disposal & Other				

Default Budget - Town of Town of Auburn FY 2014

1	2	3	4	5	6
Acct. #	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Prior Year Adopted Operating Budget	Reductions & Increases	Minus 1-Time Appropriations	DEFAULT BUDGET
<b>WATER DISTRIBUTION &amp; TREATMENT</b>					
4331	Administration				
4332	Water Services				
4335-4339	Water Treatment, Conserv. & Other				
<b>ELECTRIC</b>					
4351-4352	Admin. and Generation				
4353	Purchase Costs				
4354	Electric Equipment Maintenance				
4359	Other Electric Costs				
<b>HEALTH</b>					
4411	Administration	2,249	20		2,269
4414	Pest Control	18,454	803		19,257
4415-4419	Health Agencies & Hosp. & Other	4,593	1,500		6,093
<b>WELFARE</b>					
4441-4442	Administration & Direct Assist.	41,837	18		41,855
4444	Intergovernmental Welfare Pymnts	4,471			4,471
4445-4449	Vendor Payments & Other				
<b>CULTURE &amp; RECREATION</b>					
4520-4529	Parks & Recreation	101,291	-1,395	-10,000	89,423
4550-4559	Library	136,192	1,691		137,883
4583	Patriotic Purposes	6,000			6,000
4589	Other Culture & Recreation				
<b>CONSERVATION</b>					
4611-4612	Admin. & Purch. of Nat. Resources	2,714	5		2,719
4619	Other Conservation				
4631-4632	<b>REDEVELOPMENT &amp; HOUSING</b>				
4651-4659	<b>ECONOMIC DEVELOPMENT</b>				
<b>DEBT SERVICE</b>					
4711	Princ.- Long Term Bonds & Notes	1			1
4721	Interest-Long Term Bonds & Notes	1			1
4723	Int. on Tax Anticipation Notes	1			1
4790-4799	Other Debt Service				

Default Budget - Town of Town of Auburn FY 2014

1	2	3	4	5	6
Acct. #	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Prior Year Adopted Operating Budget	Reductions & Increases	Minus 1-Time Appropriations	DEFAULT BUDGET
<b>CAPITAL OUTLAY</b>					
4901	Land				
4902	Machinery, Vehicles & Equipment	75,518			75,518
4903	Buildings				
4909	Improvements Other Than Bldgs.	800,000			800,000
<b>OPERATING TRANSFERS OUT</b>					
4912	To Special Revenue Fund				
4913	To Capital Projects Fund				
4914	To Enterprise Fund				
	Sewer-				
	Water-				
	Electric-				
	Airport-				
4917	To Health Maint. Trust Funds				
4918	To Nonexpendable Trust Funds				
4919	To Fiduciary Funds				
<b>TOTAL</b>		4,786,431	26,216		4,812,649

Please use the box below to explain increases or reductions in columns 4 & 5.

Acct #	Explanation for Increases	Acct #	Explanation for Reductions
All	Contractual		

**ANNUAL TOWN MEETING  
AUBURN, NEW HAMPSHIRE  
MARCH 12, 2013**

The Annual Meeting for the Town of Auburn, New Hampshire, was called to order by the Moderator, James Tillery, at 7:00am on Tuesday, March 12, 2013. Voting continued until 7:00pm. Nine hundred eight (908) ballots were cast, representing a 24% voter turnout.

Results follow (\*denotes elected):

**FIRST:**

Selectman for three years	Audrey Trickett	417
	<b>James F Headd*</b>	<b>453</b>
	Write-ins	0
Planning Board for three years	<b>Alan Cote*</b>	<b>734</b>
Write-ins	Smattering of single votes	15
Library Trustee	David N Smiley	360
	<b>Feria "Fay" Hanscomb*</b>	<b>490</b>
	Write-ins	0
Cemetery Trustee – 3 yrs	<b>R John Roy*</b>	<b>768</b>
Write-ins	Francis McFarland	5
	Smattering of single votes	5
Cemetery Trustee – 2 yrs	<b>Donald W Dollard*</b>	<b>773</b>
Write-ins	Smattering of single votes	4
Trustee of Trust Funds	<b>Patricia A Allard*</b>	<b>780</b>
Write-ins		1
Police Commission	<b>Kenneth Robinson, Sr.*</b>	<b>648</b>
Write-ins	Jeff Mullaney	24
	Smattering of single votes	19

**Second:** Are you in favor of approving the cost items included in the collective bargaining agreement reached between the Auburn Board of Selectmen and the Auburn Police Commission and the Auburn Police Union, Local 216 which calls for an estimated increase of \$33,313 in salaries and benefits at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Thirty-three thousand-three hundred and thirteen dollars (\$33,313), such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. (Recommended by the Board of Selectmen) (Recommended by the Budget Committee)

<b>YES</b>	<b>550</b>
<b>NO</b>	<b>335</b>
<b>PASSED</b>	



**Third:** Are you in favor of raising and appropriating the sum of Thirty-four thousand –six-hundred and seventy-five dollars (**\$34,675**) to implement a comprehensive mosquito control program to include the integration of various methods of reducing mosquito vector species of West Nile Virus and Eastern Equine Encephalitis. (**Recommended by the Board of Selectmen**) (**Recommended by the Budget Committee**)

YES	605
NO	285
PASSED	

**Fourth:** Are you in favor of raising and appropriating the sum of Fifty-thousand dollars (**\$50,000**) to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2012 with no amount to be raised by taxation. (**Recommended by the Board of Selectmen**) (**Recommended by the Budget Committee**)

YES	701
NO	186
PASSED	

**Fifth:** Are you in favor of raising and appropriating the sum of seventy-two thousand, six hundred ninety-six dollars (**\$72,696**) as first year payment towards a seven-year municipal lease/purchase agreement for a new replacement Quint pumper truck for the Auburn Fire Department. This sum to come from the unreserved fund balance (surplus) as of December 31, 2012 with no amount to be raised by taxation. . (**Recommended by the Board of Selectmen**) (**Recommended by the Budget Committee**)

YES	678
NO	211
PASSED	

**Sixth:** Are you in favor of raising and appropriating the sum of Five hundred dollars (**\$500**) for Child and Family Services of NH to support low cost or free mental health and family support services to residents of Auburn, and to authorize this cost to be placed in the Town's operating budget as an annual expense in future years. (**Recommended by the Board of Selectmen**) (**Recommended by the Budget Committee**)

YES	687
NO	207
PASSED	

**Seventh:** Are you in favor of raising and appropriating the sum of One Thousand dollars (\$1,000) for Home Health & Hospice Care to support free and subsidized services to residents of Auburn, and to authorize this cost to be placed in the Town's operating budget as an annual expense in future years. (**Recommended by the Board of Selectmen**) (**Recommended by the Budget Committee**)

YES	700
NO	188
PASSED	

**Eighth:** Are you in favor of the Town rescinding its action of March 12, 1996 entrusting the government of the Town Police Department to a Police Commission, in accordance with NH RSA 105-C:7? (**By petition submitted and signed by at least twenty-five certified petitioners**).

YES	365
NO	527
FAILED	

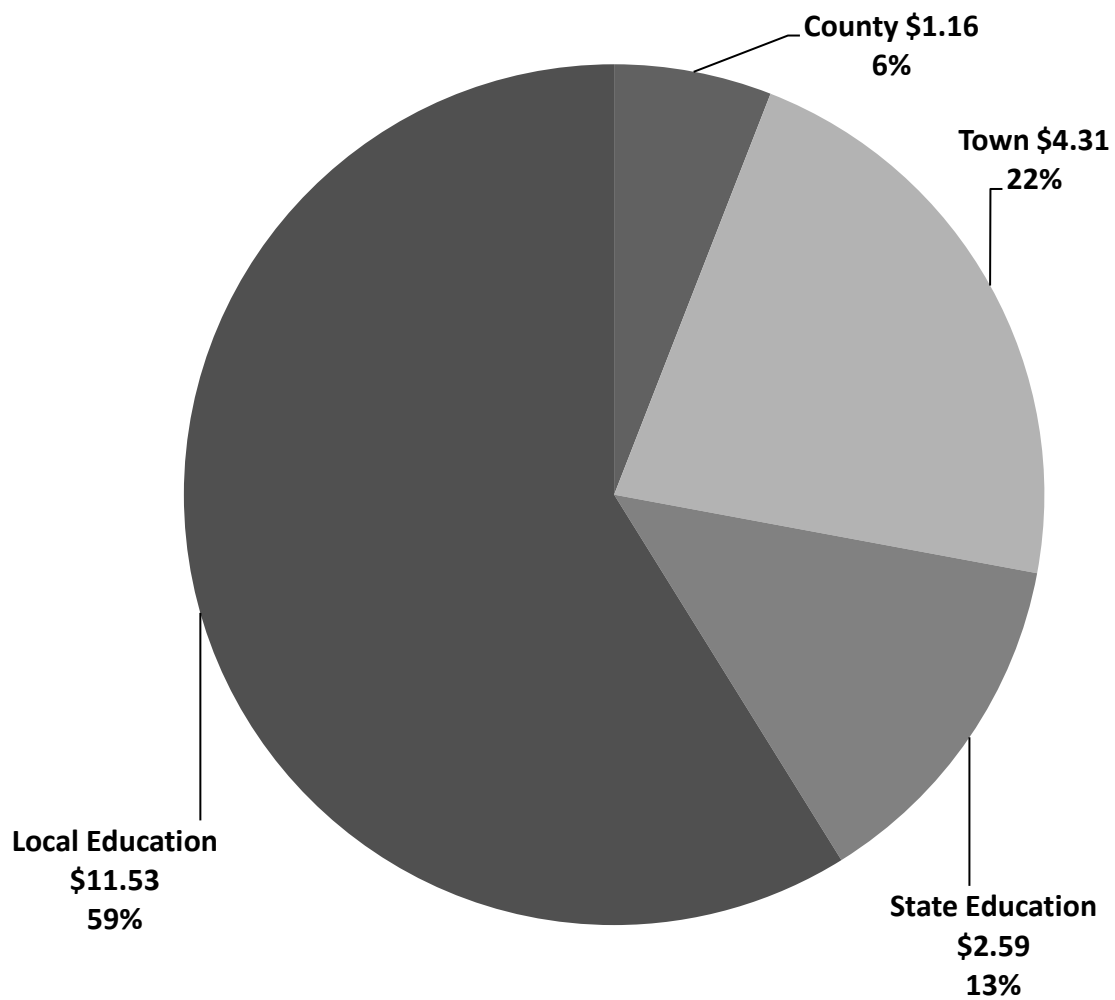
**Ninth:** Are you in favor of raising and appropriating as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$4,937,242? Should this article be defeated, the default budget shall be \$4,812,649, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article.

<b>YES</b>	<b>512</b>
<b>NO</b>	<b>354</b>
<b>PASSED</b>	

**A true record of the ballot results, attest**

Joanne T Linxweiler  
Town Clerk

## YOUR 2013 TAX DOLLARS



**TOTAL TAX RATE \$19.59 PER \$1,000**

## **REPORT OF THE BOARD OF SELECTMEN**

To the Citizens of Auburn:

We are pleased to submit this annual report to the citizens of Auburn. Through the pages of the 2013 Auburn Annual Report, you will read about the activities and accomplishments of all of our Town departments, boards, commissions and officers during the past year, which have been many and varied.

The past year has been a busy one on a lot of different fronts —and at times has been a difficult one. Unfortunately, it seems like a lot of our attention during the year focused on items of a negative nature that were not of our choosing.

One item which we did feel was positive was the Town's ability to negotiate with the Manchester Water Works (MWW) for the payment in lieu of taxes (PILOT) they would make to Auburn for their land holdings. The MWW was in the process of selling all of its Auburn property to a non-profit entity that could have effectively removed the property from making any payment to Auburn. Both sides began a negotiations process that ultimately lead to a five-year PILOT agreement that ensures Auburn continued payments for the next five years, in addition to other considerations, while MWW will remain the owner of their property.

During 2013, the Town was able to negotiate a first ever collective bargaining agreement with the newly formed Auburn Police Union. This one year agreement was approved by the voters in March. Towards the end of the year, negotiations resumed on a new two-year agreement which will be presented to the voters in March 2014.

As has been reported in various news outlets, some solid waste material was reported to have been buried at the former Town landfill property. The report was found to be accurate and the material has since been removed. At the present time, we are awaiting the report of an independent investigator hired by the Board of Selectmen who was tasked with determining if any Town official or employee had been involved in this activity. We also had the Town's engineering firm investigate an allegation that ash from the Town's former solid waste incinerator had been used in a road construction project on Eaton Hill Road. That investigation and laboratory tests determined no such material was found in the ground.

These are just a sampling of the topics and issues our Board has dealt with in 2013. We have worked hard to always try to communicate with each other and with the public in an effort to address matters in a constructive manner. Even though we may not always agree with each other, we have tried to reach decisions that are good for the community as a whole. It has truly been an honor for us to work on your behalf in managing the affairs of our community.

Russell C. Sullivan

James F. Headd  
AUBURN BOARD OF SELECTMEN

Paul M. Raiche

## **REPORT OF THE TOWN ADMINISTRATOR**

It is my pleasure to be able to submit my eighth report to the residents of Auburn as your Town Administrator.

Working in the public sector at any level is always interesting and challenging as you are dealing with a variety of issues and people on many different fronts. No two days or no two years are the same, and 2013 certainly was no different in that regard.

But there were two real differences throughout this past year. One is that the Town seemed to be put in reactive positions on a handful of items that in general did not seem to be productive for the Town. The other is that it feels a lot of time and effort were spent in areas and projects that are not always visible or obvious while the work effort is under way. Like the building of a house, progress is visible during the foundation and framing on the building, but not so much while the wiring, plumbing and internal work is taking place.

During 2013, the Town's Personnel Policy went through some detailed changes, while the Town's Joint Loss Management Committee developed and the Board of Selectmen, Library Trustees and Police Commissioners adopted the Town's "Employee Safety Manual". Considerable time was also spent on legal issues, filings and hearings that involve the assessing of property taxes of telephone property; an ongoing personnel issue and several property tax assessment cases.

Nearly four months of meetings, negotiations and drafts of legal documents resulted in a defined Payment in Lieu of Taxes (PILOT) agreement with the Manchester Water Works. Although controversial to both communities for many different reasons, the PILOT agreement provides a framework that both communities get benefit from and will cease ongoing and expenses legal disputes on this issue for at least five years.

In early 2013, a fair amount of time was spent preparing for an adjudicatory hearing before the N.H. Public Employee Relations Board (PELRB) on an unfair labor practice complaint filed by the Auburn Police Union. A detailed record and case had to be developed, witnesses prepared and, ultimately, a hearing held on this complaint. The hearing was held on July 25<sup>th</sup> and nearly seven months later, the PELRB denied the union's complaint and ruled the Town did not commit any unfair labor practice.

And during the last quarter of the year, approximately six formal negotiations meetings, numerous planning or strategy discussions, calculations of the costs of various proposals and ultimately a full-day mediation meeting resulted in a proposed two-year collective bargaining agreement for the Auburn Police Union.

As 2014 is at hand, I again "Thank You" for the continued opportunity to be a part of the Town of Auburn.

Respectfully submitted,

William G. Herman, CPM  
Town Administrator

## **BUILDING INSPECTOR'S REPORT**

The Town of Auburn continues to see significant activity with new home construction. In 2013 we saw the completion of the Hawthorne Drive Subdivision, the Willow Court Subdivision and the Copley Court Subdivision. The Wethersfield Subdivision has entered it's final phase of construction and new homes are now under way in the Lovers Lane/Seavey Drive Subdivision and Tilton Place/Nathaniel Way Subdivision.

32 new home permits were issued in 2013, along with 40 certificates of occupancy making the total number of households in the town just over 2000 homes. The department generated \$46,667 in revenue with a total of 647 permits issued throughout the year.

Residents are reminded that permits are required before beginning any construction, alteration or repairs other than normal maintenance. Permits are required for new structures including sheds and above ground or on the ground swimming pools. It is suggested that you call or visit the building inspector's office if you have any questions.

Office hours are Monday through Thursday mornings from 8:00 – 12 noon. Inspections are conducted in the afternoons after office hours.

Please visit the Town of Auburn web site to use the link to e-mail my office with your general questions and request a building permit application.

Respectfully submitted,

Carrie Rouleau-Cote  
Building Inspector/Code Enforcement Officer  
483-5052 ext. # 3  
[bldginsp@townofauburnnh.com](mailto:bldginsp@townofauburnnh.com)

## CEMETERY REPORTS

### AUBURN VILLAGE CEMETERY RECEIPTS & DISBURSEMENTS THROUGH TOWN GENERAL FUND

2013 Appropriation		11,500.00
<hr/>		
<b>Receipts:</b>		
Transfer from Trust	2,468.00	
Lots sold	3,600.00	
		<hr/>
<b>Total Receipts</b>		<b>6,068.00</b>
<hr/>		
<b>Disbursements:</b>		
Donald Dollard	7,625.19	
Bette Dollard	433.70	
P B Property	5,815.00	
Shannon Ramos	3,372.05	
Supplies	321.74	
Transfer to Trust	-	
		<hr/>
<b>Total Disbursements</b>		<b>17,567.68</b>
<hr/>		

### LONGMEADOW CEMETERY RECEIPTS & DISBURSEMENTS THROUGH TOWN GENERAL FUND

2013 Appropriation		5,500.00
<hr/>		
<b>Receipts:</b>		
Transfer from Trust	2,407.00	
Lots sold	1,850.00	
		<hr/>
<b>Total Receipts</b>		<b>4,257.00</b>
<hr/>		
<b>Disbursements:</b>		
P B Property	4,925.00	
Shannon Ramos	3,512.05	
Supplies	570.29	
Transfer to Trust	750.00	
		<hr/>
<b>Total Disbursements</b>		<b>9,757.34</b>
<hr/>		

## CONSERVATION COMMISSION

In 2013, the Conservation Commission worked to obtain an approximately thirty-four acre open space easement on the Mason property. This easement was secured through the Conservation Commission in 2013 along with a grant from NHDES. The Conservation Commission continues with the goal in protecting the wildlife, natural resources and rural character of Auburn.

### Conservation Commission

Charles H. Joy, Chair - 2016  
Jeffrey Porter - Vice Chair - 2014  
Alan Villeneuve – 2016  
Edward Fehrenback – 2014  
Margaret Donovan - 2016  
Stephanie Hanson, Alt – 2014  
Diane Heaton, Alt - 2016

Elizabeth Duffy Smiley - Secretary

### Conservation Commission Fund Cash Balance Report 2013

Balance Forward (1/1/2013)		\$ 159,529.54
Add Income		
Current Use Income	\$ 241,408.78	
Bank Interest Income	<u>207.63</u>	
Total Income		241,616.41
Subtract Expenses		
Heath Appraisal (Mason)	\$ 1,650.00	
Amerisite Land (Mason)	6,075.75	
SouthEast Land Trust (Mason)	15,486.50	
Exeter Environmental (Mason)	1,250.00	
Wadleigh, Starr (Mason)	87,000.00	
Wadleigh, Starr (Mason)	<u>3,787.00</u>	
Total Expenses		<u>115,249.85</u>
Ending Balance (12/31/2013)		<u>\$ 285,896.10</u>



**EMPLOYEE WAGES  
BENEFITS**

Employee	Position	Regular Wages	OT/DWI Step	Outside Detail	Total Wages	Town Paid Benefits
<b>TOWN EMPLOYEES</b>						
CARPENTER, BARBARA E	TRUSTEE OF TRUST FUNDS	268.55			268.55	20.54
DOBMEIER, KARL M	MAINTAINANCE RECREATION	3,078.06			3,078.06	235.47
DOLLARD, BETTE J	CEMETERY SECRETARY	402.88			402.88	30.82
DOLLARD, DONALD	CEMETERY MAINTENANCE	7,100.00			7,100.00	543.15
DROSS, LINDA L	TREASURER/DEPUTY	996.08			996.08	76.20
DROSS, MICHAEL W	ROAD AGENT	1,981.80			1,981.80	151.61
FRISELLA, ADELE A	FINANCE DIRECTOR	56,642.99			56,642.99	26,423.70
HEADD, JAMES F	SELECTMAN	2,984.87			2,984.87	228.34
HEALD, KEVIN A	ROAD MAINTENANCE	8,515.29			8,515.29	651.42
HERMAN, WILLIAM G	TOWN ADMINISTRATOR	76,097.09			76,097.09	32,354.67
HILTZ, HELEN A	EXECUTIVE ASSISTANT	10,061.98			10,061.98	769.74
JENKINS, SUSAN N	DEPUTY TAX COLLECTOR	9,902.57			9,902.57	757.55
LINXWEILER, JOANNE T	TOWN CLERK	46,838.90			46,838.90	23,386.47
MICLETTE, ARMAND J	MAINTENANCE	14,345.00			14,345.00	1,097.39
PHILLIPS, DALE W	ASSESSING COORDINATOR	28,157.69			28,157.69	2,154.06
RAICHE, PAUL M	SELECTMAN	2,726.48			2,726.48	208.58
ROULEAU-COTE, CARRIE A	BUILDING INSPECTOR	52,487.60			52,487.60	10,519.23
ROYCE, DENISE A	P & Z SECRETARY	30,769.38			30,769.38	14,776.35
SKOGLUND, KATHRYN R	ADMINISTRATIVE ASSISTANT	40,096.65	1,856.24		41,952.89	24,150.32
SMILEY, ELIZABETH	CONSERVATION SECRETARY	1,032.06			1,032.06	78.95
SOUCIE, CHRISTINE	TREASURER	1,819.15			1,819.15	139.16
SULLIVAN, RUSSELL C	SELECTMAN, CHAIR	2,726.48			2,726.48	208.58
SYLVIA, KATHLEEN A	TAX COLLECTOR/D.TOWN CLERK	44,802.02			44,802.02	9,930.97
TARDIFF, J. HERBERT	WELFARE OFFICER	2,134.00			2,134.00	163.25
<b>TOWN EMPLOYEES TOTAL</b>		<b>445,967.57</b>	<b>1,856.24</b>	<b>-</b>	<b>447,823.81</b>	<b>149,056.53</b>
<b>POLICE DEPARTMENT</b>						
BARRY, WILLIAM M	PART TIME OFFICER	19,909.28		1,260.00	21,169.28	1,619.45
BARTIS, GARY F	POLICE CAPTAIN	64,788.30	2,593.62	7,360.00	74,741.92	36,781.52
BEAULE, CHRISTOPHER	FULL TIME OFFICER	44,096.00	6,413.88	15,620.00	66,129.88	39,328.86
BIKE, KEITH M	PART TIME OFFICER	13,895.03	1,140.87	5,780.00	20,815.90	1,592.42
CHABOT JR, CHARLES A	POLICE SERGEANT	60,400.71	2,685.50	7,260.00	70,346.21	29,379.95
CORNETT, JARLENE M	ANIMAL CONTROL OFFICER	16,169.71			16,169.71	1,236.98
DEEB, LILLIAN T	OFFICE MANAGER	40,709.04	733.62		41,442.66	29,230.26
DONLEY, PAMELA L	PART TIME OFFICER	7,426.28		2,990.00	10,416.28	796.85
FLETCHER, DAVID B	PART TIME OFFICER	17,328.26	394.20	9,620.00	27,342.46	2,091.70
FLIGHT, ANNIE R	DISPATCH/SECRETARY	41,469.14	635.11		42,104.25	16,654.50
GAROFANO, DAVID	POLICE SERGEANT	61,978.49	7,542.57	4,100.00	73,621.06	35,683.69
GOONAN, DANIEL A	PART TIME OFFICER	17,583.35			17,583.35	1,345.13
HOWE, MICHAEL H	PART TIME OFFICER			540.00	540.00	41.31

# **EMPLOYEE WAGES BENEFITS**

Employee	Position	Regular Wages	OT/DWI Step	Outside Detail	Total Wages	Town Paid Benefits
<b>POLICE DEPT (CONT'D)</b>						
KAPOS, CALVIN L	FULL TIME OFFICER	42,692.24	2,280.01	22,600.00	67,572.25	39,679.30
LENNON, PETER J	PART TIME OFFICER	12,713.82	722.10	3,320.00	16,755.92	1,281.83
LOMBARDO, ANITA	PART TIME OFFICER	13,577.14	1,049.96	8,840.00	23,467.10	1,795.23
MULLANEY, JEFFREY T	PART TIME OFFICER	7,440.56		1,800.00	9,240.56	706.90
PELTON, CHARLES R	POLICE LIEUTENANT	69,840.39	3,951.53	9,091.92	82,883.84	23,988.47
PICARD, EDWARD	POLICE CHIEF	79,054.71	168.71	160.00	79,383.42	30,087.46
ROGERS, SCOTT A	PART TIME OFFICER	10,156.71	509.60	33,400.00	44,066.31	3,371.07
SANTUCCIO, GREGORY	PART TIME OFFICER	9,915.29	411.48	18,870.00	29,196.77	2,233.55
SCURRY, WILLIE	PART TIME OFFICER	1,354.84			1,354.84	103.65
<b>POLICE DEPARTMENT TOTAL</b>		<b>652,499.29</b>	<b>31,232.76</b>	<b>152,611.92</b>	<b>836,343.97</b>	<b>299,030.08</b>
<b>LIBRARY</b>						
CHAPUT, MARY-JEAN	LIBRARY ASSISTANT	10,818.43			10,818.43	827.61
DIMITRIADIS, DEBORAH L	TECHNICAL ASSISTANT	10,662.40			10,662.40	815.67
GARNER, HOPE S	LIBRARY ASSISTANT	5,367.31			5,367.31	410.60
HRUBIEC, MARY E	LIBRARY ASSISTANT	11,213.88			11,213.88	857.86
SIROIS, RICKY J	LIBRARIAN	48,957.00			48,957.00	24,612.93
<b>LIBRARY TOTAL</b>		<b>87,019.02</b>	<b>-</b>	<b>-</b>	<b>87,019.02</b>	<b>27,524.67</b>
<b>FIRE DEPARTMENT</b>						
AGUILERA, FELIX L	VOLUNTEER	146.34			146.34	11.20
ALIBERTI, ROBERT	VOLUNTEER	1,273.95			1,273.95	97.46
ALLING, MORTON D IV	VOLUNTEER	88.80			88.80	6.79
AVIZA, JOHN E	VOLUNTEER	695.33			695.33	53.19
BARIL, BRANDON R	VOLUNTEER	74.54			74.54	5.70
BATTISTELLI, ERIC C	VOLUNTEER	143.78			143.78	11.00
BLAIS SR, LEO P	VOLUNTEER	7.12			7.12	0.54
BLAIS, MICHAEL P	VOLUNTEER	87.81			87.81	6.72
BROWN, DOUGLAS K	VOLUNTEER	1,591.01			1,591.01	121.71
BUTCHER, GORDON L	VOLUNTEER	750.00			750.00	57.38
CASELL, JOHN R	VOLUNTEER	500.00			500.00	38.25
CHAPDELANE, ALEXIS J	VOLUNTEER	201.49			201.49	15.41
COULTER, JASON W	VOLUNTEER	498.37			498.37	38.13
DEGROOT, ROBERT J	VOLUNTEER	729.96			729.96	55.84
DESROSIERS, RONALD F	VOLUNTEER	100.09			100.09	7.66
DIGNARD, TODD	VOLUNTEER	3,145.70			3,145.70	240.65
DUBOIS, EASTON M	VOLUNTEER	161.00			161.00	12.32
EDSON PALMER, BRADLEY J	VOLUNTEER	385.41			385.41	29.48
FREDICKSON, RACHEL A	VOLUNTEER	17.40			17.40	1.33

**EMPLOYEE WAGES  
BENEFITS**

Employee	Position	Regular Wages	OT/DWI Step	Outside Detail	Total Wages	Town Paid Benefits
<b>FIRE DEPT (CONT'D)</b>						
GANNON, EDWARD G	VOLUNTEER	2,297.89			2,297.89	175.79
GLENNON, PATRICK J	FULL TIME FIREFIGHTER	41,066.43	219.51		41,285.94	21,568.84
KENYON, JOHN D	VOLUNTEER	455.96			455.96	34.88
LARSON, FRED L	VOLUNTEER	2,127.63			2,127.63	162.76
LAVOIE, JEREMY G	VOLUNTEER	2,470.01			2,470.01	188.96
MACARTHUR, KEVIN M	VOLUNTEER	250.00			250.00	19.13
MARINI, ROBERT J	VOLUNTEER	563.95			563.95	43.14
MCCARTHY, DENNIS G	VOLUNTEER	35.35			35.35	2.70
MEYER, RICHARD J	VOLUNTEER	982.13			982.13	75.13
MOZER, MICHAEL J	VOLUNTEER	369.71			369.71	28.28
MULLANEY, JEFFREY T (FD)	VOLUNTEER	2,012.39			2,012.39	153.95
PATTEN, DAVID A (FD)	VOLUNTEER	2,641.23			2,641.23	202.05
PHILLIPS, ALEX R	VOLUNTEER	953.27			953.27	72.93
PHILLIPS, BRUCE M	FIRE CHIEF	22,830.27			22,830.27	1,746.52
PROULX, MARK L	VOLUNTEER	1,278.06			1,278.06	97.77
RACINE, RICHARD J JR	VOLUNTEER	465.12			465.12	35.58
ROSSINO, JOSEPH A	VOLUNTEER	65.86			65.86	5.04
SAULNIER, JAMES R	FULL TIME FIRE CAPTAIN	49,217.19	213.16		49,430.35	37,191.40
SELINGA, ROBERT D	VOLUNTEER	3,857.82			3,857.82	295.12
SULLIVAN, MICHAEL J	VOLUNTEER	81.83			81.83	6.26
SZATYNSKI, CHRISTOPHER	VOLUNTEER	1,406.87			1,406.87	107.63
TERRERO, JIM I	VOLUNTEER	631.79			631.79	48.33
THOMPSON, JAMES D	VOLUNTEER	625.60			625.60	47.86
VANNI, STEVE J	VOLUNTEER	327.89			327.89	25.08
WALTERS, DAVID R	VOLUNTEER	1,328.55			1,328.55	101.63
WATERS, AARRAND	VOLUNTEER	92.60			92.60	7.08
		<b>149,033.50</b>	<b>432.67</b>	<b>-</b>	<b>149,466.17</b>	<b>63,254.60</b>
<b>GRAND TOTALS</b>		<b>1,334,519.38</b>	<b>33,521.67</b>	<b>152,611.92</b>	<b>1,520,652.97</b>	<b>538,865.88</b>

**ESCROW PERFORMANCE BONDS**  
**12/31/2013**

<b>Acct #</b>	<b>Name</b>	<b>Amount</b>
<b><u>Escrow</u></b>		
05-2027-0-011-0	Bradford Oil	3099.29
05-2027-0-014-0	Ryan V, Phs II	592.77
05-2027-0-014-1	Ryan, Offsite	46.95
05-2027-0-015-0	Wellington, Sinkhole	1304.05
05-2027-0-015-2	Wellington, Lot 5	157.92
05-2027-0-015-3	Wellington, Lot 9	2669.93
05-2027-0-017-0	Shea's Purchase	136.31
05-2027-0-018-3	Wethersfield, Phase III	-51.7
05-2027-0-018-4	RWEMCE (Convenient Concrete)	42.43
05-2027-0-020-1	Lapierre, Tilton Park	400.74
05-2027-0-027-0	Stomy Weathers	92.81
05-2027-0-031-0	Gagnon (WW, Lot 1)	197.94
05-2027-0-031-1	Kelly (WW, Lot 4)	97.57
05-2027-0-031-2	Gagnon (WW, Lot 5)	42.68
05-2027-0-031-6	Gagnon (WW, Lot 9)	346.3
05-2027-0-033-0	Verres (Hooks Landing)	4397.03
05-2027-0-034-0	Herantis (Preston Way)	42.04
05-2027-0-036-0	Pelletier (Peachtree)	14050.64
05-2027-0-038-0	Renaissance Homes	597.14
05-2027-0-040-0	First Assembly (Site)	407.43
05-2027-0-040-1	First Assembly (Road)	215.89
05-2027-0-041-1	Maine Drilling & Blasting (Fuel D)	1117.08
05-2027-0-042-0	Sean O'Brien	787.61
05-2027-0-046-0	TN Site Development (Nixon)	34.53
05-2027-0-047-0	McManus (Boxwood Estates)	5894.3
05-2027-0-048-0	JMJ Properties (Lover's Lane)	7515.65
05-2027-0-048-1	Jemco Developer (Calef Road)	-561.25
05-2027-0-055-0	Kathleen Heiberg	3618.65
05-2027-0-057-0	Mount Minor (Tenn & Tenn)	2.39
05-2027-0-058-0	Wood Family Trust	18.08
05-2027-0-060-0	Leppert Development	-1965.84
05-2027-0-065-0	Brodsky	729.37
05-2027-0-066-0	Kristen Degroot (Top Hat Stables)	112.29
05-2027-0-067-0	Rough Hill	440.54
05-2027-0-068-0	Lantaigne	16.04
05-2027-0-071-0	Chester Hill LLC	59.55
05-2027-0-072-0	55 Minor Rd (Notting Hill)	123.79
05-2027-0-073-0	Mountain Road	49.6
05-2027-0-075-0	King Street	144.98
05-2027-0-076-0	Illsley Hill	1412.87
05-2027-0-077-0	Auburn Family Medical Center	17
05-2027-0-078-0	Dunkin Donuts	1502.79
05-2027-0-079-0	Donald Drive (Maverick)	292.29
05-2027-0-080-0	Summit/Tilton	<u>126.09</u>
	<b>Total Escrow Accounts</b>	<b>50374.56</b>
<b><u>Performance Bond</u></b>		
05-2027-0-000-0	Performance Bd - Illsley Hill	179822.38
05-2027-0-000-2	Performance Bd - Griffin Quarry	3216.87
05-2027-0-000-3	Performance Bd - Heiberg/Scarpetti	24139.48
05-2027-0-000-4	Performance Bd - Preston Way	9174.97
05-2027-0-000-6	Performance Bd - 55 Minor	1598
05-2027-0-000-7	Performance Bd - Donald Drive	2297.93
05-2027-0-000-9	Performance Bd - Wethersfield	7685.31
05-2027-0-003-0	Performance Bd - Boxwood Estates	1509.96
05-2027-0-003-1	Performance Bd - Nixon	<u>2890.87</u>
	<b>Total Performance Bonds</b>	<b>232335.77</b>

## Fire Department Report

Building fire	17	Water evacuation	1
Cooking fire, confined to container	1	Smoke or odor removal	1
Chimney or flue fire, confined to chimney or flue	2	Animal problem	1
Fuel burner/boiler malfunction, fire confined	1	Animal rescue	2
Passenger vehicle fire	5	Assist police or other governmental agency	5
Off-road vehicle or heavy equipment fire	1	Police matter	3
Brush or brush-and-grass mixture fire	10	Public service	33
Outside rubbish, trash or waste fire	2	Assist invalid	6
Medical assist, assist EMS crew	16	Unauthorized burning	9
Emergency medical service, other	1	Cover assignment, stanby, moveup	8
EMS call, excluding vehicle accident with injury	160	Dispatched & cancelled en route	16
Motor vehicle accident with injuries	24	No incident found on arrival at dispatch address	16
Motor vehicle accident with no injuries	24	Authorized controlled burning	5
Extrication of victim(s) from vehicle	1	Smoke scare, orodor of smoke	8
Watercraft rescue	1	Steam, vapor, fog or dust thought to be smoke	5
Rescue or EMS standby	1	HazMat release investigation w/no HazMat	2
Gasoline or other flammable liquid spill	3	Municipal alarm system, malicious false alarm	1
Gas leak (natural gas or LPG)	2	Sprinkler activation due to malfunction	1
Oil or other combustible liquid spill	1	Smoke detector activation due to malfunction	12
Chemical hazard (no spill or leak)	1	Heat detector activation due to malfunction	2
Chemical; spill or leak	1	Alarm system sounded due to malfunction	9
Carbon monoxide incident	3	CO detector activation due to malfunction	5
Power line down	10	Smoke detector activation, no fire - unintentional	8
Arcing, shorted electrical equipment	3	Detector activation, no fire - unintentional	4
Explosive, bomb removal	1	Alarm system activation, no fire - unintentional	15
Person in distress, other	3	Lightning strike (no fire)	1
Lock-out	2	<b>Total Incident Responses</b>	<b>477</b>

Property Loss - \$82,600  
Burning Permits Issued - 469  
Training Hours - 1569

## Report of Forest Fire Warden and State Forest Ranger

Your local Forest Fire Warden, Fire Department, and the State of New Hampshire Division of Forests & Lands, work collaboratively to reduce the risk and frequency of wildland fires in New Hampshire. To help us assist you, please contact your local Forest Fire Warden or Fire Department to determine if a permit is required before doing ANY outside burning. Under State law (RSA 227-L:17) a fire permit is required for all outside burning, unless the ground is completely covered with snow. The New Hampshire Department of Environmental Services also prohibits the open burning of household waste. Citizens are encouraged to contact the local fire department or DES at 603-271-1370 or [www.des.state.nh.us](http://www.des.state.nh.us) for more information. Safe open burning requires diligence and responsibility. Help us to protect New Hampshire's forest resources. For more information please contact the Division of Forests & Lands at (603) 271-2214, or online at [www.nhdf.org](http://www.nhdf.org).

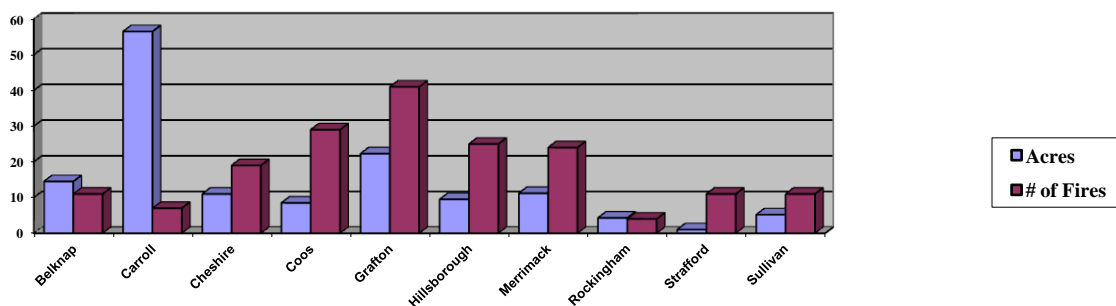
This past fire season started in late March with the first reported fire on March 26th 2013. April, which is the traditional start to our spring fire season, started very dry with little measurable precipitation until the middle of the month. Approximately 70% of our reportable fires occurred during the months of April and May. The largest fire was 51 acres on April 29th. 81% of our fires occurred on class 3 or 4 fire danger days. By mid May, extensive rains began which provided us with a very wet summer overall. We had a longer fall fire season due to drier than normal conditions following leaf fall. Fortunately most of these fires were small and quickly extinguished. The statewide system of 16 fire lookout towers continues to operate on Class III or higher fire danger days. Our fire lookouts are credited with keeping most fires small and saving several structures due to their quick and accurate spotting capabilities. The towers fire spotting was supplemented by the NH Civil Air Patrol when the fire danger was especially high. Many homes in New Hampshire are located in the wildland urban interface, which is the area where homes and flammable wildland fuels intermix. Several of the fires during the 2013 season threatened structures, a constant reminder that forest fires burn more than just trees. Homeowners should take measures to prevent a wildland fire from spreading to their home. Precautions include keeping your roof and gutters clear of leaves and pine needles, and maintaining adequate green space around your home free of flammable materials. Additional information and homeowner recommendations are available at [www.firewise.org](http://www.firewise.org). Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

### 2013 FIRE STATISTICS

(All fires reported as of November 2013)

(figures do not include fires under the jurisdiction of the White Mountain National Forest)

COUNTY STATISTICS		
County	Acres	# of Fires
Belknap	14.5	11
Carroll	56.5	7
Cheshire	11	19
Coos	8.5	29
Grafton	22.3	41
Hillsborough	9.5	25
Merrimack	11.2	24
Rockingham	4.3	4
Strafford	1	11
Sullivan	5.2	11



### CAUSES OF FIRES REPORTED

		Total	Fires	Total Acres
Arson	1	2013	182	144
Debris	69	2012	318	206
Campfire	12	2011	125	42
Children	1	2010	360	145
Smoking	10	2009	334	173
Railroad	0			
Equipment	4			
Lightning	0			
Misc.*	85 (*Misc.: power lines, fireworks, electric fences, etc.)			

**ONLY YOU CAN PREVENT WILDLAND FIRE**

# TOWN OF AUBURN

## 2013 GRANTS, GIFTS AND RESERVE FUND EXPENDITURES

### Grants & Gifts

<u>Source</u>	<u>Amount</u>	<u>Project &amp; Year Expense Incurred</u>
NH State Library	\$8,849.70	Town Records Restoration & Conservation - 2013
Federal Emergency Management Agency	\$9,797.03	Hurricane Sandy Emergency Resonse - 2012
Federal Emergency Management Agency	\$8,411.33	Hurricane Sandy Debris Clearance - 2012
Federal Emergency Management Agency	\$66,487.50	Hook Road Hazard Mitigation Project - 2012
Federal Emergency Management Agency	\$34,228.36	Severe Winter Storm - 2013
Federal Emergency Management Agency	\$760.19	Management Costs for Disaster Assistance - 2013
NH Department of Environmental Services	\$27,372.49	Landfill Closure Grant - 2006
NH Highway Safety Agency	\$3,268.39	DWI/DUI Patrols - 2013
NH Highway Safety Agency	\$2,473.18	"Join the NH Clique" Seat Belt Enforcement Campaign - 2013
NH Highway Safety Agency	\$3,963.73	Auburn Route 101 East Corridor Patrols - 2013
NH Highway Safety Agency	\$2,250.92	"Safe Commute" Campaign - 2013
NH Fish and Game	\$1,080.00	OHRV Patrols - 2013
NH Division of Forests & Lands - VFA	\$2,000.00	Fire Protection Clothing - 2013
NH Department of Safety - Emergency Management	\$3,167.00	Fire & Police Radio's - 2013
Auburn Mom's Club	\$2,000.00	Playground Equipment - 2011
Dunkin Donuts and George Scrivanos	\$25,000.00	Ice Rink Lighting - 2013

*Total Grants & Gifts:*      \$201,109.82

### Reserve Funds

<u>Source</u>	<u>Amount</u>	<u>Project &amp; Year Expense Incurred</u>
Town Buildings Rehabilitation Expendable Trust	\$5,527.00	Locker Room for Auburn Police Department
Town Buildings Rehabilitation Expendable Trust	\$300.00	State of NH DES - Town Hall Septic
Town Buildings Rehabilitation Expendable Trust	\$3,500.00	Roof Repair at Griffin Free Public Library
Town Buildings Rehabilitation Expendable Trust	\$22,937.66	Records Storage Vault Shelving System at Town Hall

*Total Reserve Funds:*      \$32,264.66

**TOTAL :      \$233,374.48**

## GRIFFIN FREE PUBLIC LIBRARY

On behalf of the Board of Trustees, it is pleasure to issue this report on the Griffin Library. We have had challenges and changes yet we continue to strive to make improvements for our patrons. The following accomplishments highlight some important goals and growth that we've met in 2013.

Children's Librarian, Miss Mary, now offers story times on Wednesday evenings and Saturday mornings twice a month. They have been very well attended with a variety of popular activities offered. The six week reading and craft Summer Reading Program entitled, "Dig into Reading" was attended by 25 children. A concert by Steve Blunt entertained 37 attendees at the library for the program finale. The concert was funded in part by Kids, Books, and the Arts grant awarded through the state library. This year the SRP challenge was extended to teens and adults with a chance for a teen to win a Kindle at the program completion. The SRP was made possible by, Heritage Plumbing and Heating, Pelmac Industries, Shade Tree Landscaping, Tower Hill Sales, SFC Engineering, and Myles Travel Plaza.

During the year Trustees have worked with the Director to revisit and in some cases change policies such as, Weeding /Collection development Meeting Space, Volunteer, and Internet. All policies are available to the public at the library.

The Friends of the Library are a non-profit group dedicated to support literacy through fund raising, and sponsoring programs. After reorganizing in October they held a very successful Santa breakfast in December. The newly formed Friends meet the first Monday of the month at the Library, it's a fun way to become involved in your community, and Library. Anyone in the community is encouraged to attend. This year the Friends have purchased passes for the Boston New England Aquarium, Peabody Essex Museum-Salem, MA, The Currier Gallery Museum-Manchester, The Fells- Newbury NH, and the SEE Science Center-Manchester.

Library maintenance is ongoing and included painting the back of the library, bulkhead, railings and shed stairs. Lights were added to the outside sign. The copier and color printer needed to be replaced.

What would we do without volunteers? First we want to thank our volunteer Ann Ackerson for her dedication to the Library. Ann assists the staff every Thursday. In September Stantec volunteers helped the Trustees to clean and reorganize sheds, they also offered to stain the porch and bench. Two signs were donated by Diane McPherson's art students. These bright blue painted signs point out the Children's room and where the Large Print Books collection is located.

In September, Grant Glosner completed his Eagle Scout Project for an outside reading room. The project took time, planning and money, all of which Grant managed. His project was dedicated to David Griffin and past Library Director Edie Cummings; we're sure the area will be enjoyed by all. For her Girl Scout Bronze Award Project, Katelyn Melendy constructed a raised bed in front of the library. It's

perfect for greeting patrons of the library with flowers during the summer months. Both projects were dedicated during the September Duck Race, they're a wonderful addition to the Library. Speaking of volunteers, our Book Sale couldn't happen without the help so many people in Auburn. The profit from the Book Sale is used for extra improvements in the Library. Thank you!

Recently, Griffin Free has really become free. We are now a "fine free" library, on a trial basis. The Board has agreed to try it for six months, at that time we'll revisit the results.



In March the Library hosted an open house to invite the community to meet the new Director and to see what changes had been made in the library. The afternoon was a success with over 100 people attending. The Trustees have decided that an open house will be a yearly event.

The Trustees and Library Director would like to thank the Auburn community for their support and patronage throughout the year.

Trustees,        Nancy Mayland  
                      Jeanni Worster  
                      Fay Hanscomb

### **2013 Library's Director's Statement**

2013 saw Griffin Free Public Library undergo a major change to provide all of our users with additional access to library resources. Our transition to the Koha system means that all patrons are able to access the full library catalog, as well as their own personal accounts, from home. Additionally, Griffin Free has provided access to materials outside of the library through New Hampshire Downloadable Books and by participating in lending agreements with other libraries throughout the state to bring you books through Interlibrary Loan that are not available in our library. Our collection size finished the year at 16,863 items, a decrease of approximately 1,800 items from the end of 2012. This decrease was almost entirely the result of clearing items that were old, unused, inaccurate and/or outdated, or in poor physical condition. The result is a collection that has increased usefulness for children and adults alike.

All told, 15,685 items were circulated to patrons at Griffin Free this past year. In addition, we had 9,188 visits and an average of 272 different visitors each month to [griffinfree.com](http://griffinfree.com), and 59 different programs for children and adults that drew a total of 457 attendees. Our card drive that spanned July through September drew in 179 new and renewed users, and for the year as a whole, we saw 321 brand-new cardholders join Griffin Free.

I thank you for your support of the library, and hope to see you often in 2014!

Ricky Sirois, Library Director

**Griffin Free Public Library**  
2013 Financial Report

**Income:**

Town Appropriation	136,192.06
Bank interest	18.93
Book Sale income	3,684.90
Fines and Damaged Materials fees	1,365.88
Gifts, Restricted	3,715.66
Adopt An Author	47.10
Eagle Scout Project (outdoor reading room)	3,218.56
Summer Reading Program	300.00
Grants (SRP)	150.00
Gifts, Unrestricted	441.00
Trust fund proceeds	<u>10.97</u>
<b>Total Income:</b>	<b>145,429.40</b>

**Disbursements:**

	<b>Expended</b>	<b>Budget, Town Portion</b>
Payroll and benefits	91,381.98	95,400.00
Payroll taxes	6,217.02	6,371.06
Computer Systems	4,298.00	4,320.00
Equipment, furnishings	4,625.04	1.00 * #
Lending Materials, Printed	6,021.91	6,200.00
Lending Materials, Electronic	3,900.16	4,500.00
LME, Downloadable books	1,000.00	1,000.00
Maintenance	5,183.70	6,500.00
Programs, Adult and Children's	616.29	600.00 @
Supplies	3,195.87	2,000.00 ^
Training, Prof. Journals	2,312.70	1,300.00 +
Utilities	<u>6,240.83</u>	<u>8,000.00</u>
	134,993.50	136,192.06
Returned to Town from Town Appropriations 2012	<u>6,473.01</u>	
	<b>141,466.51</b>	

\* Outdoor Reading Room (Eagle Scout project) from Gift Account donations for project

# Lighting for library sign, paid from Book Sale proceeds

@ SRP paid by State Grant and local donations

^ Includes replaced copier & printer, new shelf brackets/signs, CCD book scanner,  
book jackets/labels, office supplies

+ Training on new software paid from Book Sale proceeds

Submitted by:

*Jean L. Worster, Treasurer/Trustee*

## HEALTH OFFICER REPORT

The primary function of the local public health official is to maintain contacts with state and regional health agencies and disseminate the information to the citizens of Auburn. As public health matters arise within the local jurisdiction the local health officer shall investigate and report to appropriate public agencies any immediate public health threats.

Public health actually starts with you and your home. Examples include:

- Get your annual Flu Shot. Everyone age 6 months and older should get vaccinated. Prevent the spread of the flu with good health habits, wash hands frequently, get plenty of sleep, exercise, eat a healthy diet and drink plenty of liquids. If you do get flu symptoms, stay home and rest.
- Water Quality – Most homes in Auburn have private wells. When is the last time you have had your water source tested? The NH Dept of Environmental Services recommends testing every 3 – 5 years and offers a variety of testing options. We can also provide a listing of local testing agencies.
- Insect and Tick Borne Illnesses. Unfortunately a fact of life in New Hampshire is now the yearly threat of West Nile Virus, Triple E and Lyme Disease. The best prevention is to protect yourself. If possible, limit your time outside when mosquitoes are most active (dusk and dawn). Use insect repellent. Put screens on windows and repair any holes. Eliminate standing water and other mosquito breeding locations around your home.

For more information on these topics and countless others, feel free to contact the Town of Auburn Health Officer at 483-5052 x 3 or email me at [bldginsp@townofauburnnh.com](mailto:bldginsp@townofauburnnh.com)

Carrie Rouleau-Côté  
Town of Auburn Health Officer

Capt. James Saulnier  
Deputy Health Officer

## **Auburn Highway Safety Committee**

The Auburn Highway Safety Committee meets on the third Wednesday of most months at the Safety Complex at 7:00 p.m. The Committee consists of members of the community, the Road Agent, representatives from Fire, Police and the Selectmen's Office. The Committee reviews grants, prioritizes highway safety concerns and makes recommendations to the town departments, boards and the Selectmen's Office.

The Police Department was successful in securing four grants from the NH Safety Highway Agency in 2013. These grants covered DWI/sobriety check points, highway patrol operations and "Click it" patrols. The grants resulted in 434 warnings being issued. There were also 56 summons and 3 arrests made as a result of these grants. Total reimbursement was \$11,956.22.

The Road Agent reported that work was completed on Sun Valley, Spruce Lane, Bunkerhill Road, Pingree Hill Road and Priscilla Lane this year. Striping took place throughout town and stop signs and street signs were replaced as needed. Mr. Dross reported that there are now reflective stickers available for stop and speed signs as well. This should result in a cost saving for the town. The state has been replacing the school bus signs. The new signs are reflective green and are more easily seen.

Lovers Lane Road is now open for public use.

The Highway Safety Committee has been working to establish a town parking ordinance.

Our 2014 priorities include continued sign replacement and putting stop lines in where needed. Road work will be prioritized as spring approaches. We will also continue our efforts to improve sight distances by cutting and removing trees and shrubs.

The Highway Safety Committee is always looking for feedback on any unsafe road conditions. If you have any concerns, please feel free to come to our meeting, send us a letter in regards to these issues or bring your concerns to any committee member.

Thank-you,

### **Committee Members**

Mike DiPietro, Fire Department Representative, Chairman

Eva Komaradis

Dan Carpenter

Mike Dross, Road Agent

Lt. Ray Pelton, Police Dept. Representative

Paul Raiche, Selectmen Representative

Helen Hiltz, Secretary

## **PARKS AND RECREATION COMMISSION**

2013 proved to be another busy and challenging year for the Parks and Recreation Commission! Our emphasis was placed on providing a safe environment and moving forward with ensuring that ADA requirements are being met. We paved and identified several handicapped parking spaces and built ramps where needed. We also purchased a four wheeler with a plowing blade to insure that we did not have any injuries from manually shoveling the skating rink and other town areas that our town plows could not reach.

We started the year joining the Auburn Fire Department turn their annual "Burning of the Trees" into a Winter Carnival for all to enjoy. The weather was not extremely cooperative and our skating rink looked more like a swimming pool! Fun was still had by all and the Fire Department and the Parks and Recreation Department decided that we would make this an annual event. We would like to thank the fire department for all of their help and their donation of hot dogs and hot cocoa.

One of our major projects this year was to complete the skating rink/basketball courts project. We were challenged with providing lighting for the area that would respect the "dark sky" ordinance, sealing the rinks, marking the basketball courts, etc. We were also fortunate to work with Liam Rooney as he completed building benches and hockey goals as part of his Eagle Scout project. A big "thank-you" goes out to all of the following business partners and volunteers for helping us complete the skating rink/basketball court project:

**Dunkin Donuts – 405 Hooksett Rd**  
**Advanced Excavating and Paving**  
**Auburn Electric – Glenn Shaw**  
**USA – Tom Skeffington**  
**Nye Enterprises**  
**Ray's Excavating**  
**Therrien Secure Solutions**  
**Eagle Scout - Liam Rooney**  
**SRW Trucking**  
**Manchester – Boston Regional Airport**  
**J H Rolfe Construction Co.**  
**Auburn Fire Department**  
**Auburn Highway Department**  
**Auburn Board of Selectmen**

Another project that was undertaken and completed this year was recognizing our Korean War and Vietnam War veterans at Bi-Centennial Park. A plaque was added to our monument in their honor. A bench, honoring our POW's/MIA's, was also placed in the park. We would like to thank the "Rolling Thunder" organization for being the impetus for the bench. We would also like to thank all of the town and state representatives for speaking and Maureen Juliano for lending her angelic voice to the event. A special thank-you goes out to Margie McEvoy who spearheaded this project and spent many hours doing the research.

2013 was also the first year for our summer concert series. Maureen Juliano was instrumental in bringing the suggestion to the Committee and following through with all of the planning and execution of two (June and August) concerts at the gazebo at the Circle of Fun Playground. The weather was again challenging, but the attendees had a great time! We plan on having at least two more concerts this year. Thank-you Maureen, Brickyard Blues, Wild Card, Peter Pappas, and all of the volunteers that helped with this project.

The senior program is alive and well!! The senior trips and senior dinners were well attended and enjoyed by all. Thank-you Armand Miclette and Margie McEvoy for co-coordinating those efforts.

The Memorial Day Bizarre included fireworks provided by **Hooksett Fireworks**. The children enjoyed the **Travelin' Barnyard** petting zoo, face painters, **Diane Coyle** and **Ashley Tillinghast**, **Reptiles on the Move**, **Fun Bounce Houses** and the **Shiners clowns**. There was plenty of food provided by the "**Food Guy**" and music supplied by **Tom Ballerini's "Good Ol' Blues Brothers Boys Band"**. Thank-you to all of the vendors who made the event such a success. Thank-you, also, to the Auburn Police and Fire Departments who provided excellent coverage for the days' events. We would also like to thank the Auburn Moms Club for all of their assistance with all of our events.

In summary, the Committee continues to work diligently to provide safe, fun and beautiful park areas throughout the town and to provide fun filled events. We also work closely with the Soccer sub-committee, the Little League and the YMCA to provide athletic opportunities for our children. The Auburn Moms club has been instrumental in helping us achieve our goals and supporting all of our events. We would also like to thank the residents of Auburn, the Auburn Fire and Police Department, the Board of Selectmen and all of the volunteers. Thank-you to all!

#### **Parks and Recreation Commission Members**

Tim Therrien, *Chairman*  
Kim Lufkin, *Vice Chairman*  
Lisa Canavan, *Commissioner*  
Alex Eisman, *Commissioner*  
Patrick Kelley, *Alternate Commissioner*  
Dave Nye, *Alternate Commissioner*  
Margie McEvoy, *Alternate Commissioner*  
Jim Headd, *Selectmen Representative*  
Helen Hiltz, *Secretary/Program Manager*  
Armand Miclette, *Facilities Supervisor*

#### **Soccer Subcommittee Members**

Pat Kelley  
Chris Webster

Contact Helen Hiltz @ (603) 682-9181 or [auburnnhrecdept@aol.com](mailto:auburnnhrecdept@aol.com)

## Auburn Planning Board

In 2013, the all-volunteer Board approved the following:

Minor Site Plans	4	Minor/Major Subdivisions	3
Major Site Plans	1	Amended Approved Site Plan	3
Bond Releases/Reductions	12	Lot Line Adjustments/Mergers	3
Septic setback waivers	5	Informal Discussions	28
Presentations	2	Forestry Harvest	0
Request more Bldg. Permits	2	Conditional Use Permits	1
Extensions of Approval	1	Excavation permits	2 renewals

In 2013 the Planning Board went through some changes with Board members. Charles "Stoney" Worster retired from the Chairman position on the Planning Board after many years of dedicated service. In appreciation of his service on the Planning Board and many other Boards throughout the years, Mr. Worster was presented with a clock and plaque in January 2013.

In March, James Tillery was appointed as an alternate member of the Board with Patrick Glennon resigning as a member of the board. On March 20, 2013, the Board elected Ronald Poltak as Chairman and Alan Côté was elected as Vice-Chairman of the Planning Board. On June 5, 2013, Steve Grillo was nominated for an alternate position on the Board. The Board still has a vacant alternate position available.

All meetings are open to the public, and the Planning Board welcomes public involvement in the planning process. Public meetings are generally held the first and third Wednesday evening of each month at 7:00 p.m., with Public Hearings held on the third Wednesday of the month, beginning at 7:00 p.m. All meetings are held at the Town Hall, 47 Chester Road. The Planning Board has established a submission schedule for public hearings, which can be found under the Forms and Regulations section of the Town website. The Planning Board agendas and minutes are also available on line at the Town website along with the Town of Auburn's Master Plan and Capital Improvements Plan. A hard copy is also available for viewing at the Planning Office.

In 2009, the Town voted to adopt the procedure set forth in NH RSA 73:2, II, (b)(2) to have the planning board members elected as opposed to appointed as each appointed members term expires. The members of the Planning Board work hard for the citizens and appreciate the continued support of the citizens of Auburn. Thank you. The Board encourages every resident to participate in its efforts. The Board encourages the citizens of Auburn willing to join us to submit a volunteer application form to the Select Board to become an alternate member of the Planning Board. The Planning Board may have up to four (4) alternates appointed to the Planning Board.

I also wish to thank the members of the Planning Board. Each member commits many hours to meet the challenges of managing the growth and development of the Town.

Respectfully submitted,

Ronald F. Poltak  
Chairman

### **Board Members**

Ronald F. Poltak, Chairman	2015
Alan Côté, Vice Chairman	2016
Paula Marzloff	2014
Karen Woods	2015
James Tillery, Alternate	2016
Steven Grilo, Alternate	2014
Vacant Alternative	2015
Russell Sullivan, Selectmen's Representative	
Denise Royce, Administrator	

## **AUBURN POLICE DEPARTMENT**

There have been many developments during the year of 2013, some good and some not so good. Most notably we had stability with our staffing all year. There were no departures and no additions. The Officers became part of a bargaining unit and worked the year under their first contract. The unionization of the Officers did not create any turmoil and the mission of the Auburn Police Department continued uninterrupted. This was a sign of the great professionalism that exists within our ranks, and the determination of the Officers to continue giving the citizens of Auburn the public safety they deserve.

All during the year the Neighborhood Watch Group remained very active, and gave about 500 more sets of eyes to watch the Town and keep it safe. The organization was responsible for over 150 calls of suspicious vehicles, and persons, and other activity. The leaders of the group would attend every Police Commission meeting and give any updates to their organization, and consult with the Commission to continue the lines of communication between the group and the Police Department. It has been a wonderful partnership. The members of the Auburn Police Department and myself thank the Neighborhood Watch for all their efforts.

Keeping with that train of thought, I have to mention our burglary rate. In the year 2011 the Town had 46 burglaries, which spearheaded the formation of the Neighborhood Watch. This resulted in a reduction of burglaries to 30 in the year 2012. This year we had 37, which was a small increase when we consider the rate of burglaries in neighboring Manchester. Manchester had nearly 3000 for the year 2013. That's obscene and unacceptable. Manchester also has a solve rate of about 11%, which is the national average. Auburn has a solve rate of about 40%. Detective Sergeant Chabot has done amazing work investigating these cases. It's unfortunate that all the stolen merchandise is not recovered and may never be, but Sergeant Chabot has recovered a large amount of the stolen items for the victims. Now that 2014 has started it appears that the trend will continue, arrests have already been made for the burglaries that happened in December.

There were a number of incidents involving felons from other communities that were handled without anyone getting injured. This was a direct result of the experience of our Officers and the aid we received from various other law enforcement agencies that we share a great relationship with. We have helped and received help from small agencies like our neighboring Towns, to Federal agencies, and every type of law enforcement organization in between. As Chief I feel these partnerships must be maintained to continue servicing the residents of our great Town.

Statistically our numbers were down this year. There were a total of 5107 calls for service. This drop in activity was mainly due to the visibility of our Officers. There were fewer motor vehicle stops and fewer motor vehicle crashes, which is a direct result of the motoring public seeing the Officers and obeying the rules of the road. Thank you!

Respectfully Submitted,  
Chief Edward G. Picard



The following list will show you what the activity was:

ACCIDENTS:	76
AID CALLS:	1367
ARRESTS:	39
CHECKS:	661
INCIDENTS:	Criminal = 309
	Non- Criminal = 957
JUVENILE:	15
MOTOR VEHICLE:	Warnings = 1568
	Summons = 115
ANIMAL CONTROL:	450

## ROSTER

### Full Time:

Chief Edward Picard  
Captain Gary F. Bartis  
Lieutenant Ray Pelton  
Patrol Sergeant David Garofano  
Detective Sergeant Chip Chabot  
Officer Chris Beaule  
Officer Calvin Kapos

### Office Staff:

Officer Manager Lillian Deeb  
Administrative Assistant Annie Flight

### Part Time:

Sergeant Daniel Goonan  
Master Patrolman David Fletcher  
Officer Willie Scurry  
Officer Anita Lombardo  
Officer Keith Bike  
Officer Jeff Mullaney  
Officer Greg Santuccio  
Officer Bill Barry  
Officer Scotty Rogers  
Officer Pam Donley  
Officer Peter Lennon

### Animal Control Officer:

Jarlene Cornett

## **REPORT OF THE ROAD AGENT**

The past year has been an interesting and challenging one with a relatively mild winter. Some of the more challenging and draining days have actually come not from the work performed, but from allegations of misdeeds or suggestions that we haven't performed in the Town's best interests. This has been discouraging and distracting to say the least.

This was only the second year since I became Road Agent in 2006 that we didn't have a major storm or weather event that lead to significant damage to the Town's roadways or damage to trees resulting in debris throughout the Town with downed power lines, broken tree limbs and branches, and other obstacles to be dealt with.

When the spring weather arrived, our road work efforts turned towards the reconstruction of approximately 1,400-feet of Sun Valley Road, which involved significant drainage improvements that involved blasting of ledge and channeling water. In addition, we also completed a large drainage project on Pingree Hill Road requested by the Board of Selectmen, which moved standing water affecting several properties and a section of Town road to an area of natural flow.

An important part of the effort to maintain the Town's roadways is replacing drainage culverts as needed throughout Town. This is an important maintenance activity intended to keep water flowing away from the travel surface of the roads. Many of the older aluminum culverts are beginning to show their age and are deteriorating. With hundreds of culverts located throughout the Town's approximate 59-miles of roads, we anticipate this improvement effort will continue for a number of years.

During 2013, shim and overlay paving was completed on Appletree Road, Bunker Hill Road, Hunting Road, James Drive, Jennifer Lane, Maple Farm Road, and Sherlock Trail; in addition to cleaning out dozens of catch basins and miles of ditches in the Town's road network. We also repaired a significant sink hole that developed on Priscilla Lane. In 2014, the Board of Selectmen is directing the Griffin Mill Bridge be replaced and the road improved. In addition, we are looking at a potential road improvement projects on the top portion of Dearborn Road and on Rockingham Road. Also, we will work to Shim and Overlay portions of Bunker Hill Road, Morgen Drive, Pingree Hill Road and Spruce Lane.

To the residents of Auburn, I very sincerely appreciate the many positive comments we hear about the conditions of our town roads throughout the year. This reinforces our belief that we are achieving our main goal of maintaining and improving Auburn's roadways, which is the single largest investment the Town has in infrastructure.

I want to thank the many local sub-contractors who have assisted us during the past year for their dedicated services to the Town of Auburn. They work many long hours, and often in the worst of conditions, in order to make sure our roadways are as safe as they can be. I would also like to thank the Department heads, Town Hall staff, Board of Selectmen and Budget Committee for continuing to support our efforts.

Respectfully submitted,

Michael Dross  
Road Agent

## **Stormwater Committee Report**

During the tenth year of the US EPA Storm Water NPDES Permit program, Auburn has continued to make small, but significant inroads towards compliance with the US EPA's Phase II Storm Water Regulations

The intent of this EPA Storm Water Regulation is to protect water resources from non-point source pollution.

Auburn submits an annual report to US EPA and NH DES. A new US EPA Storm Water NPDES Permit is expected in the coming year with updated mandates.

Auburn continues to be involved with NH DES and NH DOT regarding salt (chloride) reduction efforts. Administrative staff continues to attend quarterly regional stormwater meetings. These meetings provide a forum for communities to share information and resources and also provide training opportunities. Currently, the Town of Auburn is implementing a program which addresses the maintenance and cleaning of detention ponds.

We urge Auburn residents to become involved and take personal steps to reduce runoff contamination within their property and the community. Please visit the Town of Auburn website [http://www.auburnnh.us/storm\\_water.htm](http://www.auburnnh.us/storm_water.htm) for more information.

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)271-3397

## TAX COLLECTOR'S REPORT

For the Municipality of Auburn

Year Ending DECEMBER 2013

### DEBITS

UNCOLLECTED TAXES BEG. OF YEAR*		Levy for Year of this Report 2013	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
			2012	2011/Prior	
Property Taxes	#3110		\$634,591.25	\$6,348.50	
Resident Taxes	#3180				
Land Use Change	#3120		\$157,500.00		
Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Utility Charges	#3189				
Property Tax Credit Balance**		< >			
Other Tax or Charges Credit Balance**		< >			
TAXES COMMITTED THIS YEAR				For DRA Use Only	
Property Taxes	#3110	\$11,907,716.00			
Resident Taxes	#3180				
Land Use Change	#3120	\$123,900.00	\$81,000.00		
Yield Taxes	#3185	\$6,067.64	\$1,250.33		
Excavation Tax @ \$.02/yd	#3187	\$68.00			
Utility Charges	#3189				
OVERPAYMENT REFUNDS					
Property Taxes	#3110	\$45,541.94	\$6,007.08	\$1,448.91	
Resident Taxes	#3180				
Land Use Change	#3120	\$275.18	\$31,900.00		
Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Interest - Late Tax	#3190	\$7,726.51	\$34,185.25		
Resident Tax Penalty	#3190				
TOTAL DEBITS		\$12,091,295.27	\$946,433.91	\$7,797.41	\$

\*This amount should be the same as the last year's ending balance. If not, please explain.

\*\*Enter as a negative. This is the amount of this year's amounts pre-paid last year as authorized by RSA 80:52-a.

\*\*The amount is already included in the warrant & therefore in line #3110 as positive amount for this year's levy.

**TAX COLLECTOR'S REPORT**

For the Municipality of Auburn

Year Ending DECEMBER 2013

**CREDITS**

REMITTED TO TREASURER	Levy for Year of This Report	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
		2012	2011/Prior	
Property Taxes	\$11,483,917.13	\$631,325.33		
Resident Taxes				
Land Use Change	\$111,675.18	\$238,500.00		
Yield Taxes	\$5,390.05	\$1,250.33		
Interest (include lien conversion)	\$7,726.51	\$34,185.25		
Penalties				
Excavation Tax @ \$.02/yd	\$68.00			
Utility Charges				
Conversion to Lien (principal only)				
<b>DISCOUNTS ALLOWED</b>				
<b>ABATEMENTS MADE</b>				
Property Taxes	\$5,767.00	\$5,989.09	\$1,468.91	
Resident Taxes				
Land Use Change		\$31,900.00		
Yield Taxes	\$677.59			
Excavation Tax @ \$.02/yd				
Utility Charges				
<b>CURRENT LEVY DEEDED</b>				
<b>UNCOLLECTED TAXES - END OF YEAR #1080</b>				
Property Taxes	\$463,573.81	\$2,728.00	\$6,328.50	
Resident Taxes				
Land Use Change	\$12,500.00			
Yield Taxes				
Excavation Tax @ \$.02/yd				
Utility Charges				
Property Tax Credit Balance**		\$555.91		
Other Tax or Charges Credit Balance**	< >			
<b>TOTAL CREDITS</b>	<b>\$12,091,295.27</b>	<b>\$946,433.91</b>	<b>\$7,797.41</b>	<b>\$</b>

\*\*Enter as a negative. This is the amount of taxes pre-paid for next year as authorized by RSA 80:52-a  
(Be sure to include a positive amount in the appropriate taxes or charges actually remitted to the treasurer).

**TAX COLLECTOR'S REPORT**

For the Municipality of Auburn

Year Ending DECEMBER 2013

**DEBITS**

	Last Year's Levy	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
	2012	2011	2010	2009/Prior
Unredeemed Liens Balance - Beg. Of Year		\$143,613.49	\$87,014.56	\$59,004.68
Liens Executed During Fiscal Year	\$223,916.35			
Interest & Costs Collected (After Lien Execution)	\$7,080.94	\$20,220.30	\$27,561.71	\$9,236.08
<b>TOTAL DEBITS</b>	\$230,997.29	\$163,833.79	\$114,576.27	\$68,240.76

**CREDITS**

REMITTED TO TREASURER		Last Year's Levy	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
		2012	2011	2010	2009/Prior
Redemptions		\$118,884.46	\$103,233.29	\$78,042.05	\$14,632.43
Interest & Costs Collected (After Lien Execution)	#3190	\$7,080.94	\$20,220.30	\$27,561.71	\$9,236.08
Abatements of Unredeemed Liens			\$19.48	\$60.71	
Liens Deeded to Municipality					
Unredeemed Liens Balance - End of Year	#1110	\$105,031.89	\$40,360.72	\$8,911.80	\$44,372.25
<b>TOTAL CREDITS</b>		\$230,997.29	\$163,833.79	\$114,576.27	\$68,240.76

Does your municipality commit taxes on a semi-annual basis (RSA 76:15-a) ? Yes

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

**TAX COLLECTOR'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## TAX RATE CALCULATION - 2013

### TOWN PORTION

Gross Appropriations	\$ 5,129,426
Less: Revenue	(2,717,189)
Less: Shared Revenue	-
Add: Overlay	81,206
Add: War Service Credits	<u>172,500</u>
Net Town Appropriation	

Approved Town Tax Effort	\$ 2,665,943		<b>\$ 4.31 Town Rate</b>
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### SCHOOL PORTION

New Local School Budget	\$ 11,716,462
Less: Revenue	(1,039,231)
Less: Adequate Education Grant	(1,984,930)
Less: State Education Taxes	<u>(1,575,635)</u>

Approved School Tax Effort	\$ 7,116,666		<b>\$ 11.53 Local School Rate</b>
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### STATE EDUCATION TAXES

Equalized Valuation (no utilities) x	\$ 2,435.000		
647,078,215		\$ 1,575,635	
Divide by Local Assessed Valuation (no utilities)			<b>\$ 2.59 State School Rate</b>
686,805,759			

### COUNTY PORTION

Due to County	\$ 715,700		
Less Shared Revenue	-		
Approved County Tax Effort	\$ 715,700		
		<b>\$ 1.16</b>	<b>County Rate</b>

Total Property Taxes Assessed	\$ 12,073,944		<b>\$ 19.59 TOTAL RATE</b>
Less: War Service Credits	<u>(172,500)</u>		
Total Property Tax Commitment	\$ 11,901,444		

### PROOF OF RATE

Net Assessed Valuation	Tax Rate	Assessment
State Education Tax (no utilities)	\$ 609,371,656 \$ 2.59	\$ 1,575,635
All Other Taxes	\$ 617,392,456 \$ 17.00	<u>10,498,309</u>
		\$ 12,073,944

**REPORT OF TOWN CLERK**

**2013**

	DEPOSITS	EXPENDITURES	REVENUE
<b>MOTOR VEHICLE PERMITS</b>	<b>\$1,560,953.60</b>		
NSF CHECK – DEC 2012	(301.40)		
TITAL APPLICATIONS	2,652.00		
MUNICIPAL AGENT FEES	19,727.50		
LESS REMITTED TO STATE		399,308.00	
<b>TOTAL MOTOR VEHICLE</b>			<b>1,183,723.70</b>
<b>BOAT REGISTRATIONS</b>	<b>6,192.66</b>		
MUNICIPAL AGENT FEES	575.00		
LESS REMITTED TO STATE		5,018.50	
<b>TOTAL BOAT REVENUE</b>			<b>1,749.16</b>
<b>DOG LICENSES</b>	<b>8,173.50</b>		
LESS REMITTED TO STATE		2,578.50	
DOG FINES & CIVIFORFEITURES	750.00		
<b>TOTAL DOG REVENUE</b>			<b>6,345.00</b>
<b>OTHER REVENUE</b>			
POLE LICENSES	40.00		
RETURN CHECK FEES	375.00		
UCC FILINGS	1,260.00		
CHECKLIST COPIES	206.00		
WETLAND FILINGS	63.60		
<b>TOTAL OTHER</b>			<b>1944.60</b>
<b>VITALS</b>			
MARRIAGE LICENSES	810.00		
LESS REMITTED TO STATE		684.00	
VITAL RECORD SEARCHES	1600.00		
LESS REMITTED TO STATE		1,020.00	
<b>TOTAL VITALS REVENUE</b>			<b>706.00</b>
<b>TOTAL REVENUE</b>	<b>1,603,077.46</b>	<b>408,609.00</b>	<b>\$1,194,468.46</b>

Total Vehicles Registered                      8,478

Total Dogs Licensed                              1,221



## SCHEDULE OF TOWN PROPERTY

<u>Map</u>	<u>Lot</u>	<u>Location</u>	<u>Acres</u>	<u>Value</u>
1	36-28	Wayne R. Eddows Memorial Field, Priscilla Lane	17.7830	\$ 332,600
5	12-6	Pingree Hill Fire Station & Land - 6 Pingree Hill Road	2.0000	346,700
10	3-2	Public Safety Complex & Land - 55 Eaton Hill Road	9.6970	713,300
11	19-1	Highway Garage & Land - 273 Chester Turnpike	27.0200	418,700
18	48	Sun Valley Park	1.3480	141,400
26	9	Griffin Memorial Library & Land - 22 Hooksett Road	0.5000	305,000
26	13	Former Police & Fire Station - 50 Raymond Road	0.7920	318,300
26	27	Town Hall & Land - 47 Chester Road	0.8240	469,500
		Auburn Village Cemetery		
		Longmeadow Cemetery		
1	7	Land, Rattlesnake Hill Road	42.0000	190,500
1	36	Land, Cameo Court	27.0000	219,700
1	36-1	Land, Ridge Court (Cameo Court)	24.0000	236,800
2	3-4	Land, Steam Mill Road	10.1000	95,900
2	6	Land, Wilson's Crossing Road	56.6130	218,500
2	7-3	Land, Steam Mill Road (Nut Road)	6.0000	158,000
2	10	Land, Steam Mill Road	1.2500	67,700
2	40	Land, Pingree Hill Road (backland)	34.0000	50,600
2	48	Land, Pingree Hill Road	1.0000	1,800
2	50	Land, off Pingree Hill Road	7.5000	13,100
4	5-3	Land, Audubon Conservation Easement	82.0000	65,500
4	24-11	Land, Rockwood Terrace	0.5000	119,700
5	9	Land, Rattlesnake Hill Road	3.2870	155,700
5	10-10	Land, off Pingree Hill Road	2.0000	3,500
5	14	Land, Pingree Hill Road/Wilson's Crossing Road	0.1030	20,100
5	45	Land, Calef Road	2.0000	136,800
5	69-8	Land, Hawthorne Drive	4.1900	-
5	69-28	Land, Hawthorne Drive	4.2600	-
8	8	Land, Bunker Hill Road	5.2860	138,300
9	16-19	Land, Star Circle	3.3040	147,900
9	28-1-24	Land, Harvard Avenue	0.9220	17,800
9	39	Land, Hooksett Road	0.4000	11,200
12	16-1	Land, Hooksett & Hills Road	2.0000	144,000
12	16-2	Land, Hills Road	2.0200	151,300
12	16-12	Land, Meadow Lane	5.3400	162,900
13	2	Land, Old Candia Road	0.2500	10,000
13	23	Land, Joan Drive	3.0000	146,900
13	24	Land, Old Candia & Depot Road	0.7500	78,000
17	6	Land, Appletree Road	3.0560	147,700
17	18	Land, Appletree Road	1.0330	140,100
17	84	Land Pinetree Road	0.6660	126,600
23	10-A	Land, Chester Road (Gazebo)	0.0000	6,300
23	12	Land, Bunker Hill Road	0.1100	8,100

**Total Value of Inventory of Town Property**

**\$ 6,236,500**

**Report of The Trust Funds of the City or Town of Auburn, NH 03032 on December 31, 2013**

	PRINCIPAL				
Record Number	Name of Trust Fund:	How Invested	Balance Beginning Year	New Funds Created	Cash Gains or (Losses)
Cemetery Funds					
1	Auburn Village Cemetery	Citizens Bank	\$ 51,063.50		
2	Longmeadow - 18 Trusts	Bank of America CD (closed)	\$ 3,400.00		
	Longmeadow - 2 Trusts	Citizens Bank CD (closed)	\$ 40,258.87		
	Longmeadow - 21 Trusts	Bank of New Hampshire CD	\$ -	\$ 500.00	
3	Longmeadow Association	Santander Bank MM	\$ 7,844.17		
Total A/C Cemetery Funds			\$ 102,566.54	\$ 500.00	
Library Funds					
4	Griffin Library - 5 Trusts	St Mary's Bank CD	\$ 3,650.00		
Other Funds					
5	Rentention Insurance Trust	Santander Bank MM	\$ 4,483.30		
6	Revaluation Fund	Santander Bank MM	\$ 24,483.87		
7	School Construction	St. Mary's Bank MM (closed)	\$ 132,506.93		
		TD Bank Money Market	\$ -		\$ 91.50
8	Special Ed Fund	St. Mary's Bank MM (closed)	\$ 127,216.81		
		Bank of New Hampshire MM	\$ -	\$ -	\$ 87.84
9	Social Health	Santander Bank MM	\$ 15,241.96		
10	Building Fund	St. Mary's Bank MM	\$ 53,720.32	\$ 50,000.00	
11	High School Transition Fund	St. Mary's Bank MM	\$ 150,931.62		

**Report of The Trust Funds of the City or Town of Auburn, NH 03032 on December, 31,2013**

With- drawals	Balance End Year	Balance Beginning Year	INCOME Expended		Balance End Year	Grand Total of Principal & Income at End of Year
			Income During Year Amount	During Year		
	\$ 51,063.50	\$ (1,318.85)	\$ 124.70		\$ (1,194.15)	\$ 49,869.35
	\$ -	\$ 14,189.87	\$ 5.02		\$ -	\$ -
	\$ -	\$ 36,889.35	\$ 7.08		\$ -	\$ -
	\$ 44,158.87	\$ -	\$ 202.43		\$ 51,293.75	\$ 95,452.62
	\$ 7,844.17		\$ 22.88		\$ 22.88	\$ 7,867.05
	\$ 103,066.54	\$ 49,760.37	\$ 362.11		\$ 50,122.48	\$ 153,189.02
	\$ 3,650.00	\$ -	\$ 11.72	\$ 11.72	\$ -	\$ 3,650.00
	\$ 4,483.30	\$ -	\$ 4.52		\$ 4.52	\$ 4,487.82
	\$ 24,483.87	\$ -	\$ 50.07		\$ 50.07	\$ 24,533.94
	\$ -	\$ -			\$ -	\$ -
	\$ 132,598.43	\$ -	\$ 247.78		\$ 247.78	\$ 132,846.21
	\$ 127,216.81	\$ -			\$ -	\$ 127,216.81
	\$ 127,304.65	\$ -	\$ 137.36		\$ 137.36	\$ 127,442.01
	\$ 15,241.96	\$ -	\$ 34.94		\$ 34.94	\$ 15,276.90
\$ 16,547.00	\$ 87,173.32		\$ 245.45		\$ 245.45	\$ 87,418.77
	\$ 150,931.62	\$ -	\$ 547.36		\$ 547.36	\$ 151,478.98

# Treasurer's Report 2013

TD Bank	Cash balance 1/1/2013	Receipts	Transfers In	Bank Interest	Payables	Transfers Out	State Motor Vehicles Registry	Bank Charges	Cash Balance 12/31/2013
General	\$ 4,937,926.23	15,863,609.16	426,148.78	2,331.00	(14,630,142.46)	(1,577,502.42)	(404,326.50)	(199.28)	\$ 4,617,844.51
Payroll	23,209.06	-	1,391,100.00	-	(1,400,240.30)	-	-	-	14,068.76
Conservation	82,938.32	-	76,591.22	207.63	-	-	-	-	159,737.17
Escrows	289,193.79	-	97,606.42	409.54	-	(387,209.75)	-	-	-
Police Details	26,694.05	-	12,204.78	40.20	-	(38,939.03)	-	-	-
<b>Town Totals</b>	<b>\$ 5,359,961.45</b>	<b>15,863,609.16</b>	<b>2,003,651.20</b>	<b>2,988.37</b>	<b>(16,030,382.76)</b>	<b>(2,003,651.20)</b>	<b>(404,326.50)</b>	<b>(199.28)</b>	<b>\$ 4,791,650.44</b>

## Receipts from Selectmen's Office

Building Permits	\$ 60,266.27
Cemetery Plots - Auburn Village	3,600.00
Cemetery Plots - Longmeadow	1,850.00
Communication Betterment	3,000.00
Developer Bonds & Escrows	238,494.67
Donations - Dunkin Donuts for Skating rink lights	25,200.00
Excavation Permit	100.00
FEMA	53,196.91
Fire Reports	52.00
Franchise Fees	53,899.34
Grant - Police and Fire Radios	12,016.70
Grant - Fire Equipment	2,000.00
Hazmat Mitigation	66,487.50
Highway Block Grant	129,617.32
In Lieu of Taxes - Manchester Water Works	340,287.31
Landfill Closure	27,372.49
Meals & Rooms Tax	224,944.53
Newsletter	13,330.00
Overpayment Refund	569.18
P/Z Fees	5,362.90
Photocopies	428.00
Playground Structure	2,000.00
Police Fines	30.00
Police Grant - Patrol	13,076.22
Police Outside Details	217,328.00
Police Photocopies	1,140.00
Police Pistol Permits	1,840.00
Police Road Toll	169.38
Police Witness Fees	571.96
Property Rental	1,045.00
Recording Fees	50.00
Reimbursement of Insurances	25,594.30
Reimbursement of Purchases	4,032.58
Resident Power Commission	398.44
Sale of Town Property - Police cruisers	11,814.00
Scrap Metals	534.29
Senior Trips	1,400.00
Timber Cut Revenue	30,698.81
Town Building Trust	16,547.00
Town History Books	25.00
Welfare Reimbursements	1,148.91
<b>Subtotal Selectmen's Office</b>	<b>\$ 1,591,519.01</b>

## Receipts from Tax Collector

2013 Property Taxes	\$ 11,470,575.86
Interest	6,563.73
2012 Property Taxes	438,044.40
Interest	16,891.10
2013 Yield Tax	5,390.05
Interest	0.92
2012 Yield Tax	1,250.33
2013 Current Use Tax	111,675.18
Interest	1,161.86
2012 Current Use Tax	238,500.00
Excavation	68.00
Tax Liens Redeemed:	
2012 Tax Levy	118,884.46
Interest	7,080.94
2011 Tax Levy	103,233.29
Interest	20,220.30
2010 Tax Levy	78,042.05
Interest	27,561.71
2009 Tax Levy	7,742.07
Interest	4,217.07
2008 Tax Levy	6,890.36
Interest	5,019.01
<b>Subtotal Tax Collector</b>	<b>\$ 12,669,012.69</b>

## Receipts from Town Clerk

Motor Vehicle Registrations	\$ 1,583,031.70
Boat Registrations	6,767.66
Dog Licenses	8,923.50
Dog Fines	50.00
Checklists	281.00
Marriage Licenses	840.00
Pole Tax	50.00
Retuned Check Fees	250.00
UCC	1,260.00
Vital Statistic	1,570.00
Wetland Filings	53.60
<b>Subtotal Town Clerk</b>	<b>\$ 1,603,077.46</b>
<b>Grand total all receipts</b>	<b>\$ 15,863,609.16</b>

# VENDOR PAYMENTS

2013

ID #	Vendor Name	Amount	ID #	Vendor Name	Amount
3650	2-WAY COMMUNICATIONS SERVICE, INC.	13,427.86	3627	CARPENTER, DANIEL & DOROTHY	255,667.89
3053	A.N.S. NETWORKING INC	6,228.29	5434	CARPENTER, DOROTHY (ELECTION)	75.00
3449	AAA POLICE SUPPLY	2,236.55	2798	CARROT-TOP INDUSTRIES, INC.	709.11
3698	ABSOLUTE TITLE, LLC	2,241.43	3704	CARTOGRAPHIC ASSOCIATES, INC	4,260.00
5463	ABSOLUTELY SPOTLESS	9,950.00	1002	CEN-COM	35.00
3823	ACACIA INDUSTRIES, LLC	375.60	187	CENTRAL EQUIPMENT, CO. INC	233.00
3870	ACCURATE TREE SERVICE LLC	7,500.00	2855	CENTRAL NEW HAMPSHIRE BLASTING	21,900.00
3102	ACME GLASS COMPANY, INC.	525.00	3023	CENTRAL PAPER PRODUCTS CO.	569.78
2298	ADAMSON INDUSTRIES CORP.	2,482.50	2367	CHABOT, JR., CHARLES	136.57
3012	ADDR.COM BILLING	107.46	2459	CHAPMAN, BARBARA A	1.98
2691	ADVANCED EXCAVATING & PAVING, INC	343,507.86	3832	CHESTER HILL, LLC	76,653.72
3301	AFFILIATED COMPUTER SERVICES	2,333.00	3856	CHICHESTER FIREFIGHTER'S ASSOC	300.00
3302	AFLAC	3,750.13	3128	CHILD ADVOCACY CENTER	1,550.00
2238	AFX /AMERICAN IMAGING TECHNOLOGI	132.11	3843	CHILD AND FAMILY SERVICES	500.00
3179	ALDEN SHOE COMPANY	640.00	3858	CILCIUS, LORA	69.98
2733	ALLIANCE BUSINESS TECHNOLOGIES, I	3,389.75	3888	CITY OF MANCHESTER	589.20
3393	AMERICAN RED CROSS	500.00	2795	CLEAVES, COLUMBINE S	96.62
3917	AMERISITE LAND SURVEY, L.L.C.	6,075.75	3733	COAPLAND, BARBARA	495.00
5323	ANCO SIGNS & STAMPS, INC.	14.00	3658	COCHECO COMMUNICATIONS	6,758.30
5565	ANDREW BALCH, INC.	602.00	2828	COCHINO VENTURES, LLC	2,760.00
3418	APPLIED CONCEPTS, INC	1,407.50	3512	COLL, TERRY (ELECTION)	75.00
3883	ARC ELECTROSTATIC PAINTING CO	200.00	3840	COLLIERS INTERNATIONAL	18,500.00
2788	AS-U-WISH CLEANING SERVICE	6,609.75	5706	COMCAST	10,553.46
3831	ASPA	120.00	3780	COMMONWEALTH OF MASS	73.78
2475	ATS EQUIPMENT, INC.	1,333.09	3670	CORELOGIC REAL ESTATE TAX	26,861.50
3266	AUBURN ELECTRIC	5,532.93	613	CORNETT, JARLENE	2,381.08
2259	AUBURN HISTORICAL ASSOCIATION	5,000.00	2909	CORRIVEAU-ROUTHIER, INC	76.56
336	AUBURN SCHOOL DISTRICT	9,909,635.00	435	COX, MARGO	325.00
2486	AUBURN TOWN BUILDINGS REHAB	50,000.00	3331	COYLE, DIANE	450.00
1058	AUBURN VILLAGE CEMETERY TRUST	1,294.04	3758	CREATIVE PRODUCT SOURCING INC	818.25
3138	AUBURN VOLUNTEER FIREMAN'S	8,562.93	3909	CROWLEY & CUMMINGS, LLC	84.00
1139	AVITAR ASSOCIATES OF NE	33,965.25	5411	CROWN TROPHY	209.00
3491	AVIZA, JOHN E.	35.00	3879	CRYSTAL ROCK, LLC	525.98
3876	BAC TAX SERVICES CORPORATION	4,076.00	3871	D NELSON'S AUTO SERVICE	26.98
3330	BALLERINI, THOMAS F.	450.00	3456	DAN CARPENTER, INC	765.00
5653	BARBUTO, PETER (ELECTION)	300.00	3443	DAVE'S ROOFING	325.00
3851	BARIL, BRANDON	650.00	2614	DAVE'S SEPTIC SERVICE, INC.	6,582.53
2690	BATTERIES PLUS # 401	128.91	3154	DAVID NYE	320.00
3136	BEE BEE SHOE STORE	476.12	2277	DEAD RIVER COMPANY	475.34
2886	BEKTASH SHRINE CLOWNS	800.00	3771	DEEB, LILLIAN	189.07
2978	BELANGER, JEAN F	800.00	3175	DELL MARKETING L.P.	2,272.82
2719	BERGERON PROTECTIVE CLOTHING	10,203.61	3457	DEMERS, JAMES	63.74
2623	BERUBE'S TRUCK ACCESSORIES, INC.	1,027.00	2381	DEPARTMENT OF AGRICULTURE	2,578.50
3057	BIKE, KEITH	208.77	2243	DERRY, TOWN OF	137,111.63
3824	BILL BEMIS	2,350.00	151	DEVINE, MILLIMET & BRANCH	24,707.99
3211	BILLTRUST	1,456.65	3549	DICK'S STOVE & PELLET SUPPLY	510.00
3906	BILODEAU, RICHARD	325.00	3684	DION, DAVID	124.74
2876	BLAZING SADDLES MOWING SERV	14,000.00	3796	DION, JASON	810.00
3862	BOHAC, MARK D.	1,302.82	2328	DIORIO, GERALD	38.44
417	BORDER AREA MUTUAL AID ASSOC	25.00	3006	DIVE RESCUE INTERNATIONAL, INC.	274.35
3850	BOULAY, THOMAS	1,567.91	3749	DOBMEIER, KARL M	88.82
39	BOUND TREE MEDICAL, LLC	1,291.12	3603	DOLLARD, DONALD W.	316.34
2734	BRADFORD OIL CO., INC.	35,623.18	3317	DONLEY, PAMELA	256.89
3731	BROADHURST, BRYCE	100.00	3815	DONOVAN, MARGARET	95.00
2625	BROOK HOLLOW SAND & GRAVEL	8,180.83	1404	DOOLITTLE'S PRINTSERVE	76.60
3605	BROWN, DOUGLAS	142.07	3812	DOYLE, DONNA A.	127.00
2612	BUTCHER, GORDON	620.99	3286	DROSS, MICHAEL	159,547.16
2766	C.C.M. & SUPPLY CO.	110.00	3878	DUPONT STORAGE SYSTEMS INC	22,875.00
944	CANDIA LUMBER, HARDWARE	2,143.91	3759	DYCHE, DEAN	427.70
5497	CANDRAY PET CARE CENTER	303.00	3259	EAST COAST ELECTRONICS	3,900.00
3861	CARD TECH ID	396.61	3727	EAST COAST EMERGENCY	2,323.41

# VENDOR PAYMENTS

2013

ID #	Vendor Name	Amount	ID #	Vendor Name	Amount
3277	EASTERN PROPANE	1,203.03	3833	HOULE, DAN	183.35
3885	EASTPOINT LASER LLC	78.80	5274	HOWARD P. FAIRFIELD, LLC	6,278.15
2820	ECONO SIGNS LLC	1,196.67	3903	HQ PROPERTIES REALTY TRUST	1,381.12
2633	ELLIOT HOSPITAL LABORATORY	300.00	2968	HUNTRESS UNIFORMS	1,881.86
2763	ELLIOTT HOSPITAL	84.00	3834	IAFC	565.00
3635	EMERGENCY SERVICES MARKETING	1,600.00	3059	IAFC MEMBERSHIP	264.00
2964	ENERGYNORTH PROPANE	9,404.42	5007	ICSC	1,160.08
3444	EPIC SPORTS, INC	581.45	2501	IDS	329.62
5223	ESPANA BUILDING & DEVELOPMENT	7,908.90	5657	IN THE LINE OF DUTY, INC.	995.00
3509	EXETER ENVIRONMENTAL ASSOC	1,250.00	3651	INDEPENDENT FIRE APPARATUS	655.00
3271	F & T PRODUCTS	543.00	3152	INSIDE OUT LANDSCAPING &	28,380.00
5124	FAIRPOINT COMMUNICATIONS	1,729.35	409	INTERNATIONAL ASSOCIATION	70.00
3737	FASTENAL COMPANY	73.91	5471	INTERNATIONAL ASSOCIATION	455.00
2644	FERGUSON WATER WORKS #590	30,143.54	2972	INTERNATIONAL CODE COUNCIL	282.04
5010	FERGUSON'S MAINTENANCE, LLC	719.00	5680	INTERNATIONAL SALT CO, LLC	208,017.17
3808	FIRE DEPARTMENT SAFETY	495.00	2422	INTERSTATE EMERGENCY UNIT	150.00
1127	FIRE ENGINEERING	21.00	5548	INTERWARE DEVELOPMENT CO.	7,022.75
1261	FIRE TECH & SAFETY OF NE	9,873.28	3887	IRWIN AUTOMOTIVE GROUP	189.71
5586	FIREMATIC SUPPLY CO, INC.	2,997.83	3882	ISCPM	280.00
3816	FIRST IMPRESSIONS	501.00	3290	J. A. BOURQUE & SONS, INC	27,178.31
2940	FISHER AUTO PARTS	791.59	656	J. H. ROLFE CONSTRUCTION, CO.	420,777.04
2545	FLETCHER, DAVID	350.00	3873	J.E. PAINTING PLUS	17,505.00
2805	FLIGHT, ANNIE	26.00	2254	JAMES A. BROOKS	78,535.00
289	FLIGHT, DAVID	100.55	3092	JAMES R. ROSENCRANTZ & SONS	10,812.00
5328	FORD CREDIT DEPT 67-434	26,418.48	3838	JASKOLKA, DANIEL & DIANE	3,066.10
5469	FORD MOTOR CREDIT COMPANY	27,118.96	3899	JENKINS, DAVID	313.71
3859	FOREMOST PROMOTIONS	259.62	3306	JENKINS, SUSAN	520.24
5537	FRED FULLER OIL CO., INC.	4,855.19	3881	JIC-ELCO INC	3,437.00
3058	FRISELLA, ADELE A	204.99	3813	JMJ PROPERTIES, LLC	32,678.35
3752	FUN BOUNCE, INC.	775.00	9	JOE STACY GENERAL CONSTR	16,150.00
3880	G. GRANT TRUCKING & MOVING	343.00	2253	JORDAN EQUIPMENT, CO.	1,948.59
3710	G4 COMMUNICATIONS CORP	892.80	3571	JOYCE, KAREN A	149.00
562	GALLS, AN ARAMARK CO., LLC	3,664.55	3841	JWC AUTOMOTIVE SERVICE	487.72
3892	GANNON, ED	182.91	3288	KENDRA LEE'S, LLC	720.00
3511	GARON, KAREN (ELECTION)	75.00	1089	KENT CLEAN SEPTIC, LLC.	515.00
5148	GEMINI ELECTRIC, INC.	39.00	3901	KENYON, JOHN	71.64
3753	GKS SERVICE COMPANY, INC	198.90	3721	KOFILE PRESERVATION INC	18,903.00
3295	GLENNON, PATRICK	274.98	3464	KONICA MINOLTA BUSINESS	317.62
2397	GLOSNER, JULIE A	259.20	3224	L & D SAFETY MARKING CORP	23,824.44
2303	GOOD MORNING SALES, INC.	1,634.95	3869	LABOR READY NORTHEAST INC	207.88
2355	GRAINGER	3,576.78	3825	LACOURSE, MICHELLE	43.00
2239	GRANITE STATE STAMPS, INC.	65.05	3225	LAMPREY HEALTH CARE, INC	500.00
3914	GRAPPONE AUTOMOTIVE GROUP	3,686.65	3496	LAVOIE, JEREMY	19.99
5145	GRAYBAR	38.87	2697	LBA INC	686.12
3754	GREEN ACRES IRRIGATION LLC	735.00	3904	LE BLANC BROS. MONUMENTS, LLC	528.00
450	GRIFFIN FREE PUBLIC LIBRARY	30,523.99	3844	LEADSONLINE, LLC	1,758.00
1180	HAGA, INC DBA	111.54	3867	LEMAY, MAUREEN E	1,692.18
3886	HANDI LIFT COVER LLC	375.00	4999	LEXIS NEXIS	982.31
5640	HARRIS COMPUTER SYSTEMS	10,115.67	2314	LGC - PROPERTY LIABILITY TRUST	144.00
3017	HEADD, JAMES F	1,500.00	5176	LHS ASSOCIATES, INC.	2,904.80
3018	HEADD, JAMES F. (ELECTION)	150.00	3451	LIBERTY INTERNATIONAL TRUCKS	1,458.94
313	HEALTHTRUST	32,989.33	2421	LINE-X OF MERRIMACK VALLEY	375.00
2736	HERMAN, WILLIAM G.	1,232.58	2539	LINEHAN, JR., PAUL F.	133.68
3893	HERMANN, CHERICE	640.00	2383	LINXWEILER, JOANNE	1,352.11
3171	HIGHER EDUCATION STUDENT	150.24	5675	LINXWEILER, JOANNE (ELECTION)	400.00
2808	HILLYARD - MANCHESTER	1,707.02	3793	LONGMEADOW CEMETERY TRUST	750.00
3446	HILTZ, HELEN A.	838.79	3912	LONNIE MCCAFFREY LAW	2,000.00
3481	HK POWERSPORTS - HOOKSETT	962.96	3447	LOWE'S BUSINESS ACCT/GEMB	218.07
3898	HOLIDAY INN BY THE BAY	256.80	3468	MAGDZIARZ, FRANCIS S	1,442.31
2288	HOME DEPOT CREDIT SERVICES	2,619.07	3857	MAILBOXES4LESS	193.50
2684	HOOKSETT AGWAY	1,754.37	3894	MAILINGS UNLIMITED	1,364.00

# VENDOR PAYMENTS

2013

ID #	Vendor Name	Amount	ID #	Vendor Name	Amount
2506	MAINE OXY/SPEC AIR SPECIALTY	614.21	251	NH HEALTH OFFICERS ASSOCIATION	300.00
3130	MANCHESTER HARLEY-DAVIDSON	344.95	149	NH MUNICIPAL ASSOCIATION, LLC	4,623.77
3866	MANCHESTER MEMORIAL COMPANY	4,140.00	2779	NH MUNICIPAL MANAGEMENT ASSOC	290.00
48	MANCHESTER WATER WORKS	152,237.06	2281	NH POLICE ASSOCIATION	720.00
3278	MARINI, ROBERT	17.99	2971	NH PUBLIC WORKS MUTUAL AID	50.00
1416	MASSABESIC QUICK LUBE	7,765.93	2292	NH RETIREMENT SYSTEM	289,551.05
3761	MCCANDLESS & NICHOLSON, PLLC	24,820.00	5319	NHDES - WETLANDS BUREAU	200.00
3863	MCDONALD, JAMES M.	134.04	3196	NHTCA/NHCTCA JOINT CERTIFICATION	250.00
2854	MCEVOY, MARGIE	1,081.77	3784	NIXON, JAY	23,893.13
3895	MDI WORLDWIDE	618.70	2695	NORTH AMERICAN EQUIPMENT	20,258.72
3910	MERRILL, ROBERT S	1,080.00	3763	NORTH CONWAY GRAND HOTEL	493.91
3391	MERRIMACK COUNTY CONSERVATION	100.00	3213	NORTHEAST FLAGS	2,540.00
3206	MESMER, FRANK B.	231.77	3872	NORTHEAST REGIONAL TAX	576.25
3781	METRO SPORTS	344.20	2880	NORTHEAST UTILITIES SYSTEM	800.00
3889	METRO TITLE SERVICES	3,601.00	3896	NORTHEAST WISCONSIN TECH	350.00
2629	MICLETTE, ARMAND	5,937.39	5714	NORTHERN BUSINESS MACHINES	1,110.00
2885	MINAKIN, JUDITH (ELECTION)	75.00	3284	NRZ PRINTING	15,156.45
3782	MITCHELL MUNICIPAL GROUP, P.A.	4,014.82	2815	NYE, DAVID	69,820.00
5682	MONGEAU, EVE (ELECTION)	75.00	3819	OFFICE WORLD, INC	70.68
2764	MONGEAU, THEODORE M.	1,425.00	3743	OLDCASTLE ARCHITECTURAL	2,243.24
3821	MORGAN, HENRY	196.33	3119	OLDE PATRIOT TITLE &	328.00
78	MOTOROLA, INC.	251.00	1420	ON-GRADE CONSTRUCTION, INC.	35,920.00
3846	MOUNTAIN VIEW GRAND	278.00	3828	ONPEAK	348.04
2296	MULLANEY, JEFFREY	206.77	3820	OS-NETWORKS, INC	1,906.20
3469	MUNICIPAL PEST MANAGEMENT	6,740.00	207	OSSIPEE MOUNTAIN ELECTRONICS	3,454.72
3826	MUSCO SPORTS LIGHTING, LLC	17,977.00	2543	P.B. PROPERTY SERVICES LLC	16,218.92
2278	MYLES TRAVEL PLAZA	364.00	3263	PAGE STREET STORAGE LEASING LLC	1,820.00
3662	N.H. SCHOOL HEALTH CARE	337,996.00	3842	PALMER GAS CO	623.92
3839	NATIONAL FIRE CODES	1,165.00	3682	PARADIGM PLUMBING & HEATING &	230.35
1179	NE LIFT, CO.	300.00	2832	PARKER LANDSCAPES LLC.	27,400.00
3215	NEACTC MAINE CONFERENCE	200.00	3009	PATTEN, DAVID	3,022.00
2824	NEAFC, INC	325.00	2780	PELMAC INDUSTRIES, INC.	4,964.00
3835	NEDIAFC	75.00	3836	PENNWELL/FDIC13	75.00
199	NEPTUNE UNIFORM & EQUIPMENT, INC	1,736.39	3860	PEOPLES UNITED BANK	101.03
3916	NESTER, JAMES	180.00	3822	PETERBOROUGH, TOWN OF	1,066.33
3905	NEW ENG MOBILE CRUSHING SVCS	7,748.10	3515	PHANEUF FUNERAL HOMES	500.00
2804	NEW ENGLAND ARSON SEMINAR	1,510.00	2242	PHILLIPS, BRUCE	14,969.60
3055	NEW ENGLAND ASSOCIATION OF	25.00	5443	PHILLIPS, DALE (ELECTION)	125.00
79	NEW ENGLAND ASSOCIATION OF	25.00	2471	PHOENIX PRECAST PRODUCTS	13,807.00
1415	NEW ENGLAND ASSOC OF CHIEFS	120.00	2546	PICARD, EDWARD	178.50
3817	NEW ENGLAND MARINE AND	3,264.96	2258	PIDELA CORPORATION	325.00
3231	NEW ENGLAND STATE POLICE	50.00	5033	PIKE INDUSTRIES, INC.	11,283.35
3787	NEW ENGLAND TRAFFIC CONTROL	11,217.00	5703	PITNEY BOWES	1,440.00
456	NEW HAMPSHIRE ASSOCIATION OF	20.00	201	PITNEY BOWES - PURCHASE POWER	7,000.00
3262	NEW HAMPSHIRE BAR ASSOCIATION	120.00	2550	PITNEY BOWES - SUPPLIES	295.82
722	NEW HAMPSHIRE ELECTRIC COOP	1,742.58	269	PLODZIK & SANDERSON	17,500.00
3818	NEW HAMPSHIRE FIRE	1,050.00	2568	PLOURDE SAND & GRAVEL CO., INC	32,084.92
2465	NEW HAMPSHIRE MUNICIPAL ASSOC	444.21	3390	PNC EQUIPMENT FINANCE	75,517.41
2351	NEW HAMPSHIRE TAX COLLECTORS	190.00	5286	POLAND SPRING	755.48
803	NFPA	165.00	3445	POWER UP GENERATOR SERVICE CO	2,896.81
5500	NFPA	254.05	2915	PRICE DIGESTS	129.00
3827	NFPA REGISTRATION	1,790.00	148	PRIMEX	66,418.12
2336	NH ASSOC OF CHIEFS OF POLICE, INC	100.00	3911	PRIORITY TITLE SERVICES, INC.	78.00
165	NH ASSOCIATION OF CONSERVATION	275.00	3864	PRORIDER, INC.	133.00
2371	NH ASSOCIATION OF FIRE CHIEFS	75.00	3852	PROULX, MARK	137.50
2638	NH BLACKTOP SEALERS, INC	3,975.00	55	PSNH	16,091.90
5414	NH BUILDING OFFICIALS ASSOCIATION	345.00	3868	PSNH	600.00
3811	NH BUILDING OFFICIALS SUPPORT	100.00	55	PSNH	2,531.39
5208	NH CITY AND TOWN CLERKS ASSOC	185.00	3868	PSNH	2,535.30
3020	NH DEPARTMENT OF REVENUE	20.00	55	PSNH	2,361.00
5283	NH GOVERNMENT FINANCE OFFICERS	25.00	3868	PSNH	399.62

# VENDOR PAYMENTS

2013

ID #	Vendor Name	Amount	ID #	Vendor Name	Amount
55 PSNH		3,825.55	3552 SOUTHEAST LAND TRUST OF NH		15,486.50
3868 PSNH		700.00	2426 SOUTHEASTERN NH HAZ MATERIALS		5,785.53
55 PSNH		5,829.80	161 SOUTHERN NEW HAMPSHIRE		3,315.62
3868 PSNH		400.00	3837 SOVEREIGN LEASING, LLC		72,695.61
55 PSNH		2,864.00	2962 SPENCER, JR. RICHARD		11.00
3868 PSNH		205.53	3913 SROKA, APRIL J.		117.66
55 PSNH		3,210.42	2378 SRW TRUCKING		143,623.56
3040 QUILL		26.99	3485 ST. MARY'S BANK		1,950.27
02-0501 R.B. LEWIS, LLC		1,445.00	5691 STA		2,485.50
3738 R.C. BRAYSHAW & COMPANY, INC		1,830.80	368 STANTEC CONSULTING SERVICES		231,967.26
2967 R.G. TOMBS DOOR CO., INC.		165.00	829 STAPLES CREDIT PLAN		2,602.90
3915 RACINE, RICH		437.50	3865 STAR GRANITE COMPANY		575.00
3166 RAICHE, PAUL		1,500.00	3450 STATE MOTORS, INC.		199.92
3232 RAICHE, PAUL (ELECTION)		150.00	2337 STATE OF NEW HAMPSHIRE		65.62
3600 RAMOS, SHANNON		6,884.10	2284 STATE OF NEW HAMPSHIRE		216.00
4961 RAY'S EXCAVATION		99,116.56	2611 STATE OF NEW HAMPSHIRE		45.00
3281 RAYMOND, TOWN OF		865.77	2284 STATE OF NEW HAMPSHIRE		122.00
2530 RCLEOA		80.00	99 STATE OF NEW HAMPSHIRE		50.00
3890 RDM PROPERTIES		900.00	2337 STATE OF NEW HAMPSHIRE		195.35
3099 RED JACKET MOUNTAIN VIEW RESORT		386.00	2284 STATE OF NEW HAMPSHIRE		200.00
5271 REGO, JANE		60.16	2337 STATE OF NEW HAMPSHIRE		1,036.01
3643 RELIABLE EQUIPMENT, LLC		750.00	2683 STATE OF NEW HAMPSHIRE		75.00
2316 RELYCO		484.95	2611 STATE OF NEW HAMPSHIRE		1,260.00
3645 REPTILES ON THE MOVE		425.00	2337 STATE OF NEW HAMPSHIRE		103.89
3874 RICHARD A PHAUP		215.00	2284 STATE OF NEW HAMPSHIRE		430.00
2285 RILEY'S SPORT SHOP, INC.		1,541.54	3220 STATE OF NEW HAMPSHIRE		75.00
3245 RMS EXCAVATING		67,470.00	2337 STATE OF NEW HAMPSHIRE		124.69
3847 ROBBINS AUTO PARTS		816.08	2284 STATE OF NEW HAMPSHIRE		140.00
3287 ROBERT P. BECHARD		2,795.00	2611 STATE OF NEW HAMPSHIRE		545.00
5016 ROCKINGHAM COMMUNITY ACTION		4,471.00	2284 STATE OF NEW HAMPSHIRE		166.00
2505 ROCKINGHAM COUNTY		715,700.00	2611 STATE OF NEW HAMPSHIRE		520.00
3329 ROCKINGHAM COUNTY LAW		80.00	2284 STATE OF NEW HAMPSHIRE		151.00
5474 ROCKINGHAM COUNTY REGISTRY		538.32	2337 STATE OF NEW HAMPSHIRE		885.43
1110 ROCKINGHAM NUTRITION &		1,093.00	2284 STATE OF NEW HAMPSHIRE		98.00
3673 ROGERS, SCOTT		113.76	2337 STATE OF NEW HAMPSHIRE		1,586.31
307 ROLFE, MARY ANNE (ELECTION)		75.00	2284 STATE OF NEW HAMPSHIRE		61.00
3829 RON PHELP'S ELECTRICAL SERVICE		740.00	2337 STATE OF NEW HAMPSHIRE		345.77
2821 RON'S TOY SHOP, INC.		241.98	2735 STATE OF NEW HAMPSHIRE		361.00
1391 ROULEAU-COTE, CARRIE A.		5,442.44	2337 STATE OF NEW HAMPSHIRE		103.86
2982 ROULEAU-COTE, CARRIE A.		75.00	2284 STATE OF NEW HAMPSHIRE		96.00
2826 ROUTE 66 PRINT SALES		788.00	99 STATE OF NEW HAMPSHIRE		250.00
2604 ROYCE, DENISE A		690.29	3875 STINSON HILLS LLC		110.42
2509 ROYCE, DENISE A. (ELECTION)		75.00	3071 SULLIVAN TIRE AND AUTO SERVICE		1,477.60
3855 RUSSELL AUTO, INC		196.58	2787 SULLIVAN TIRE COMPANIES		1,139.36
2589 SAM'S CLUB/GECRB		630.26	2841 SULLIVAN, RUSSELL		1,500.00
57 SANEL AUTO PARTS CO.		817.50	2872 SULLIVAN, RUSSELL (ELECTION)		150.00
3717 SANTUCCIO, GREGORY		350.00	3891 SUMMIT TITLE SERVICES CORP		270.00
3814 SARGENT, ROSS		58,611.94	3897 SUNJACK GLASS TINTING		200.00
2299 SCHWAAB, INC		212.56	5620 SUNOCO SUNTRAK		4,504.15
3730 SCOT D. HEATH		1,650.00	3854 SUPER SEER CORPORATION		357.85
3153 SCOTT ROLFE		4,990.00	2944 SUPERIOR POWER EQUIPMENT		435.50
2495 SECRETARY OF STATE		75.00	3471 SWAMP, INC		27,000.00
3900 SENTRY MANAGEMENT CORP		97.00	5461 SYLVIA, KATHLEEN A		1,854.21
3375 SHEEHAN PHINNEY BASS + GREEN		970.21	2264 SYLVIA, KATHLEEN A. (ELECTION)		200.00
3907 SHOOTERS OUTPOST, LLC		669.88	3041 TARDIFF, J. HERBERT		1,290.00
5238 SIMPLEXGRINNELL		130.00	3226 TASER INTERNATIONAL		2,002.93
3853 SJL ELECTRICAL AND SECURITY		995.00	3908 THE CARD CONNECTION		321.00
2630 SKOGLUND, KATHRYN R		205.62	3381 THE COACH COMPANY		2,725.00
3695 SMALLMAN, BRIAN		4,990.00	5392 THE GRANITE GROUP		33.27
3902 SOULE, ERNIE		4,200.00	3884 THE GROVE HOTEL		362.73
5550 SOURCE 4		37.48	3739 THE KNOX COMPANY		99.00



# VENDOR PAYMENTS

2013

ID #	Vendor Name	Amount	ID #	Vendor Name	Amount
3472	TERRIEN, TIM	59.00	4957	VERIZON WIRELESS	9,653.56
3623	TERRIEN, TIM	839.00	2249	VIKING OIL, CO.	766.28
3472	TERRIEN, TIM	125.43	2503	VISITING NURSE ASSOCIATION	2,500.00
3623	TERRIEN, TIM	500.46	5070	W. B. MASON COMPANY, INC.	4,423.84
3716	TILLERY, JAMES R. (ELECTION)	400.00	2810	W. L. BRADY CORPORATION	105.00
3484	TILLINGHAST, ASHLEY A.	450.00	2401	W. L. BRADY CORPORATION	1,402.62
3707	TIMOTHY MORIN	85.00	2810	W. L. BRADY CORPORATION	553.27
2391	TMDE CALIBRATION LAB, INC.	1,377.50	2401	W. L. BRADY CORPORATION	819.60
3644	TRAVELING BARNYARD	567.50	3848	W.J.D. PLUMBING & HEATING	160.00
541	TREASURER - STATE OF NH	18,752.96	152	WADLEIGH, STARR & PETERS	162,918.68
3013	TREASURER - STATE OF NH	200.00	3228	WALNUT PRINTING SPECIALTIES, INC	305.00
541	TREASURER - STATE OF NH	3,391.31	3377	WALTHAM SERVICES INC	285.00
3013	TREASURER - STATE OF NH	300.00	3877	WARREN'S OFFICE SUPPLIES	1,388.96
541	TREASURER - STATE OF NH	17,128.68	3252	WENDELL, RICHARD	2,830.00
2823	TRIANGLE PORTABLE SERVICES	240.00	3766	WHITCOMB, ROBERT	728.75
5024	TRITECH SOFTWARE SYSTEMS	4,405.00	3104	WILLIAM GILE	1,095.00
5318	UNION LEADER CORPORATION	3,670.34	3745	WITMER PUBLIC SAFETY GROUP	99.00
2266	UNITED STATES POST OFFICE	5,942.01	3849	ZOLL MEDICAL CORPORATION GPO	49.33
3777	UPTON & HATFIELD, LLP	90.00		<b>TOTAL</b>	<b>15,722,505.73</b>
2722	VALIC	20,970.00			

## **Auburn Zoning Board of Adjustment**

The Zoning Board of Adjustment (ZBA) is the town board which is responsible for applying and interpreting the Zoning Ordinance. The Zoning Ordinance divides the town into "Zoning Districts" each with its own regulations. Specific property uses are permitted in each Zoning District, subject to particular restrictions. For example, you can have a house in the Residential District, or a store in the Commercial District. As long as the use or proposed use of your property is permitted under the Zoning Ordinance, you do not need to come before the ZBA. The ZBA does not have jurisdiction under certain other matters such as a building permit from the Building Inspector, site plan approval from the Planning Board, or a license from a state agency.

The Auburn ZBA considers applications for Special Exceptions, Variances, and Equitable Waivers. The ZBA also interprets the provisions of the Zoning Ordinance. In addition, when another town official or board makes a decision based on an interpretation of the Zoning Ordinance, that interpretation may be appealed to the ZBA.

Whether an applicant seeks a Special Exception, Variance, or Equitable Waiver, it is imperative that he/she understands the ZBA has very little, if any, subjective powers. The applicant must satisfy all of the requirements on which relief he/she seeks. These requirements are mandated by the State of New Hampshire, and are listed on the application, which the applicant must complete and provide to the ZBA several weeks before the hearing. Once accepted, a public hearing is scheduled and abutters are notified by certified mail. During the hearing, the ZBA decides whether the applicant has met all the legal requirements for the relief requested.

Certain uses are permitted by "Special Exception." If a person needs a Special Exception, application must be made to the ZBA. The ZBA then determines whether the use meets specific requirements. For example, home businesses are permitted only by Special Exception in the Residential One District.

Other uses are forbidden, either because they are not listed in the Zoning Ordinance as permitted uses (for example, having an automobile repair station in the Residential District), or because they violate some explicit restriction in the Zoning Ordinance (for example, building a structure too close to wetlands or setbacks). When the Zoning Ordinance deprives an owner of any reasonable use of his or her property, without a compelling benefit to the Town, the ZBA may grant a "Variance," which sets aside specific requirements of the Zoning Ordinance provided the property owner meets very specific requirements.

If prior construction or a subdivision violates the ordinance as the result of a good-faith error (*not* from ignorance of the Zoning Ordinance or failure to check relevant restrictions), the ZBA can grant an "Equitable Waiver;" provided certain conditions are met.

A use which is no longer permitted, but which has been in existence since before the Zoning Ordinance forbade it, is called a "nonconforming" or "grandfathered" use. Most nonconforming uses may continue unchanged, but an increase or change in a nonconforming use may forfeit the grandfathered status and require the owner of the property to apply to the ZBA for relief.

The Zoning Board consists of nine members. Five are appointed as full voting Members and the remaining are Alternate Members. All Board members are appointed by the Board of Selectmen to a three-year term. The Board of Selectmen also reappointed Mark Wright as Chairman and Margaret Neveu as a full voting member to another three-year term. The Board of Selectmen also reappointed Robert Beaurivage as an Alternate Member to another two-year term and Jeffrey Benson to another one-year term.

The Zoning Ordinance undergoes a yearly review by the Planning Board resulting in amendments presented in Warrant Article(s) for Town Meeting and Voted on during the March ballot voting.

The Auburn ZBA meets on demand at 7:00 p.m. on the fourth Tuesday of each month. The meetings are held at the Auburn Town Hall and are open to the public. The public is always welcome to attend ZBA meetings and, interested parties will be given the opportunity to address the Board as Cases are heard. The public hearings are announced under Legal Notices in *The Union Leader*. During 2013 the ZBA reviewed 26 applications in a 12-month period. Many of the applications were for multiple requests for relief. Of the 5 special exception requests, 0 were withdrawn, 0 were denied and 5 were granted. Of the 24 variance requests, 17 were granted, 4 were denied, 2 were tabled and 1 was withdrawn. There was 1 request for extension of a variance which was granted. In addition, the ZBA made decisions with regard to 3 requests for Rehearing; 1 was granted and 2 were denied. The ZBA also voted to approve new ZBA Rules of Procedures. ZBA Agendas, Minutes, Rules of Procedure, Zoning Ordinance and Application Forms can be reviewed on the Town of Auburn's web site at <http://www.auburnnh.us>. The Zoning Board would like to thank the Town Officials, citizens and businesses for their support, with special thanks to Carrie Rouleau-Cote, Building Inspector/Code Enforcement Officer for her input and support throughout the year.

On behalf of the Town, the Chairman extends appreciation to each and every Board member for their commitment of time, energy and ideas. I would also like to encourage other town residents to consider volunteering and joining the ZBA. If anyone has an interest in joining the ZBA, please contact the Selectmen.

Respectfully submitted,

Mark A. Wright  
Chairman

**Members and Alternates of the Zoning Board of Adjustment are as follows:**

<b>Members:</b>	Mark A. Wright, Chairman	James Lagana, Vice Chairman
	Peggy Neveu	Michael DiPietro
	Elizabeth Robidoux	

<b>Alternates:</b>	Jeffrey Benson	Kevin Stuart
	Robert Beaurivage	

**Administrator:** Denise Royce

## GENERAL FUND BALANCE SHEET

As of December 31, 2013

	Beginning of year	End of year
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and Equivalents	\$4,989,997	\$4,648,434
Taxes Receivable (net)	602,940	447,130
Tax Liens Receivable	289,634	198,677
Accounts Receivable	24,803	0
Intergovernmental Receivable	352,692	267,956
Prepaid Expenses	34,124	44,239
Due from Other Funds	23,020	32,374
<b>TOTAL ASSETS</b>	<u><u>\$6,317,210</u></u>	<u><u>\$5,638,810</u></u>
 <b>LIABILITIES AND FUND EQUITY</b>		
<b>Current Liabilities</b>		
Accounts Payable	\$ 108,256	\$ 168,345
Accrued Payables	70,960	64,815
Due to School Districts	3,809,635	3,509,859
Due to Other Funds	102,291	230,172
Reserve for Auburn Dev. Authority	21,004	21,004
Escrow and Performance Deposits	97,614	282,710
Deferred Revenue	556	0
<b>TOTAL LIABILITIES</b>	<u><u>\$4,210,316</u></u>	<u><u>\$ 4,276,905</u></u>
 <b>FUND EQUITY</b>		
Assigned Fund Balance	\$ 266,065	\$ 233,073
Committed Fund Balance	122,696	122,696
Non Spendable Fund Balance	34,124	44,239
Unreserved Fund Balance	1,684,009	961,897
<b>TOTAL FUND EQUITY</b>	<u><u>\$2,106,894</u></u>	<u><u>\$1,361,905</u></u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u><u>\$6,317,210</u></u>	<u><u>\$5,638,810</u></u>

Note: Balance Sheet represents figures prior to adjustments made for closings which are not audited figures.

## 2013 REVENUE ESTIMATES

	Estimated	Actual	Variance Positive (Negative)
<b>Taxes:</b>			
Property			
Timber	6,000	6,709	709
Excavation			
Payment in Lieu of Taxes	680,574	696,744	16,170
Interest & Penalties on Taxes	<u>90,000</u>	<u>87,955</u>	<u>(2,045)</u>
Total from Taxes	776,574	791,408	14,834
<b>Licenses, Permits &amp; Fees:</b>			
Business Licenses, Permits & Fees	51,000	53,899	2,899
Motor Vehicle Permit Fees	1,150,000	1,170,245	20,245
Building Permits	50,000	60,131	10,131
Other	<u>15,000</u>	<u>12,497</u>	<u>(2,503)</u>
Total from Licenses, Permits & Fees	1,266,000	1,296,772	30,772
<b>Intergovernmental:</b>			
State:			
Meals and Rooms Distribution	224,945	224,945	-
Highway Block Grant	129,951	129,617	(334)
Other	3,000	41,389	38,389
Federal:			
FEMA	<u>-</u>	<u>34,989</u>	<u>34,989</u>
Total from Intergovernmental	357,896	430,940	73,044
<b>Charges for Services:</b>			
Income from Departments	60,000	48,340	(11,660)
<b>Miscellaneous:</b>			
Sale of Municipal Property	28,000	42,513	14,513
Interest on Investments	1,750	2,010	260
Donations		25,200	25,200
Other	<u>4,000</u>	<u>4,208</u>	<u>208</u>
Total from Miscellaneous	33,750	73,931	40,181
<b>Total Revenues</b>	<b><u>2,494,220</u></b>	<b><u>2,641,391</u></b>	<b><u>147,171</u></b>

Note: Revenue Figures represent amounts prior to adjustments for closing and are not audited figures

# COMPARATIVE STATEMENT OF APPROPRIATIONS

## Year 2013

Purpose of Appropriations	Appropriations 2013	Expended YTD 2013***	(Over)/Under Appropriations	Appropriations 2012	Expended 2012	(Over)/Under Appropriations
<b>General Government</b>						
Executive Department Total	221,310	219,387	1,923	217,303	213,732	3,571
Election, Regis & Vital Stats Total	71,984	81,227	(9,243)	85,329	67,400	17,929
Financial Administration Total	100,023	101,996	(1,973)	95,083	91,234	3,849
Legal Expenditures Total	80,000	110,722	(30,722)	55,000	102,078	(47,078)
Personnel Administration Total	362,320	383,972	(21,652)	340,952	328,912	12,040
Planning & Zoning Total	86,362	44,439	41,923	97,781	58,190	39,591
Government Buildings & Mainten Total	73,005	71,633	1,372	72,575	68,074	4,501
Cemetery	17,000	26,575	(9,575)	15,700	7,355	8,345
Insurance Total	68,635	77,612	(8,977)	69,105	44,905	24,200
Advertising & Regional Assoc Total	7,400	7,247	153	7,369	7,180	189
Other Government Total	103,717	133,499	(29,782)	107,779	120,809	(13,030)
<b>Total General Government</b>	<b>1,191,756</b>	<b>1,258,309</b>	<b>(66,553)</b>	<b>1,163,976</b>	<b>1,109,869</b>	<b>54,107</b>
<b>Public Safety</b>						
Police Department Total	1,031,614	979,931	51,683	987,425	956,904	30,521
Ambulance Total	52,094	54,698	(2,604)	52,094	50,853	1,241
Fire Department Total	392,504	393,445	(941)	372,483	363,002	9,481
Building Inspection Total	59,041	55,201	3,840	57,056	52,686	4,370
Emergency Management Total	2,501	35,562	(33,061)	2,501	10,837	(8,336)
Other Public Safety	8,757	168	8,589	-	-	-
<b>Total Public Safety</b>	<b>1,546,511</b>	<b>1,519,005</b>	<b>27,506</b>	<b>1,471,559</b>	<b>1,434,282</b>	<b>37,277</b>
<b>Highway &amp; Streets</b>						
Highways & Streets Total	1,012,859	1,002,031	10,828	942,874	914,147	28,727
Street Lighting Total	12,000	12,636	(636)	12,000	12,668	(668)
<b>Total Highway &amp; Streets</b>	<b>1,024,859</b>	<b>1,014,667</b>	<b>10,192</b>	<b>954,874</b>	<b>926,815</b>	<b>28,059</b>
<b>Sanitation</b>						
Solid Waste Hazardous	6,000	4,766	1,234	6,000	3,900	2,100
Landfill Monitoring	7,700	4,500	3,200	7,700	7,700	-
<b>Total Sanitation</b>	<b>13,700</b>	<b>9,266</b>	<b>4,434</b>	<b>13,700</b>	<b>11,600</b>	<b>2,100</b>
<b>Health</b>						
Health Administration Total	2,249	2,558	(309)	2,262	2,131	131
Animal & Pest Control Total	18,861	18,027	834	18,454	17,769	685
Health Agencies & Hospitals Total	6,093	5,093	1,000	4,000	4,593	(593)
<b>Total Health</b>	<b>27,203</b>	<b>25,678</b>	<b>1,525</b>	<b>24,716</b>	<b>24,493</b>	<b>223</b>
<b>Welfare</b>						
Direct Assistance Total	41,837	29,394	12,443	41,802	24,419	17,383
Intergovernmental Welfare Pmts Total	4,471	4,471	-	4,471	4,471	-
<b>Total Welfare</b>	<b>46,308</b>	<b>33,865</b>	<b>12,443</b>	<b>46,273</b>	<b>28,890</b>	<b>17,383</b>
<b>Cultural &amp; Recreation</b>						
Parks & Recreation Total	101,291	94,649	6,642	90,772	87,321	3,451
Library	136,192	134,587	1,605	135,326	125,307	10,019
Patriotic Purposes Total	6,000	7,540	(1,540)	6,000	5,379	621
<b>Total Cultural &amp; Recreation</b>	<b>243,483</b>	<b>236,776</b>	<b>6,707</b>	<b>232,098</b>	<b>218,007</b>	<b>14,091</b>
<b>Conservation Administration</b>						
Conservation Administration Total	2,714	321	2,393	2,621	1,265	1,356
<b>Total Conservation Admin</b>	<b>2,714</b>	<b>321</b>	<b>2,393</b>	<b>2,621</b>	<b>1,265</b>	<b>1,356</b>
<b>Debt Service</b>						
Long Term Bond Principle	1	-	1	1	-	1
Long Term Bond Interest	1	-	1	1	-	1
<b>Total Debt Service</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>2</b>
			89			

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## PLODZIK & SANDERSON

*Professional Association/Accountants & Auditors*

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX 603-224-1380

### *INDEPENDENT AUDITOR'S REPORT*

To the Members of the Board of Selectmen  
Town of Auburn  
Auburn, New Hampshire

#### *Report on the Financial Statements*

We have audited the accompanying financial statements of the governmental activities the major fund, and the aggregate remaining fund information of the Auburn as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

#### *Basis for Adverse Opinion on Governmental Activities*

As discussed in Note 14 to the financial statements, management has not recorded the long-term costs of retirement health care costs and obligations for other postemployment benefits in the governmental activities. Accounting principles generally accepted in the United States of America require that those costs be recorded, which would increase the liabilities, net position and expenses of the governmental activities. The amount by which this departure would affect the liabilities, net position, and expenses on the governmental activities is not readily determinable.

#### *Adverse Opinion*

In our opinion, because of the significance of the matter described in the "Basis for Adverse Opinion on Governmental Activities" paragraph, the financial statements referred to above do not present fairly the financial position of the government-wide financial statements of the Town of Auburn, as of December 31, 2012, or the changes in financial position thereof for the year then ended.



*Town of Auburn*  
*Independent Auditor's Report*

*Unmodified Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the major fund and the aggregate remaining fund information of the Town of Auburn as of December 31, 2012, and the respective changes in financial position, and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*Other Matters*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (pages 3 through 7) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Auburn's basic financial statements. The combining and individual fund financial schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. They are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

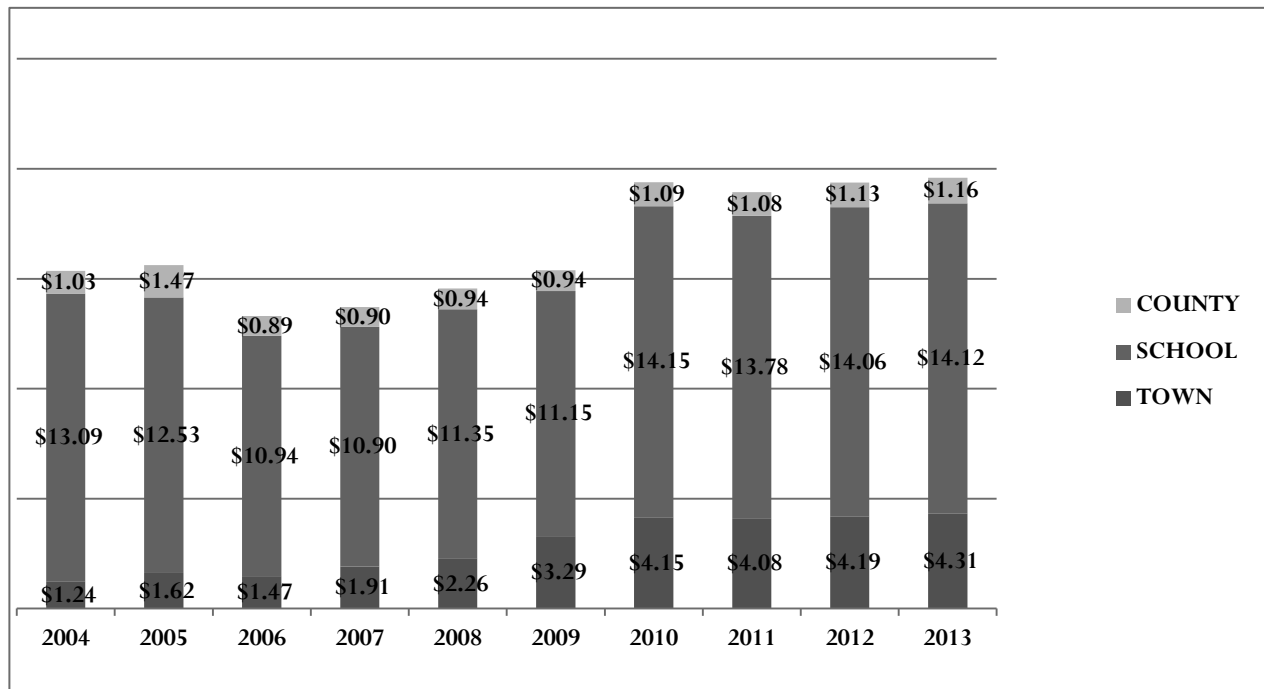
July 17, 2013

*Plodzik & Sanderson*  
*Professional Association*

## NET VALUATION 2004 - 2013

<u>YEAR</u>	<u>VALUATION</u>
2004	\$505,641,047
2005	\$524,517,207
2006	\$669,128,033
2007	\$679,196,163
2008	\$685,674,771
2009	\$692,774,959
2010	\$593,378,088
2011	\$604,154,891
2012	\$611,875,635
2013	\$617,392,456

## TEN-YEAR TAX RATE COMPARISON 2004 - 2013



1/8/2014

DEPARTMENT OF STATE  
DIVISION OF VITAL RECORDS ADMINISTRATION

RESIDENT BIRTH REPORT

01/01/2013-12/31/2013

--AUBURN--

Child's Name	Birth Date	Birth Place	Father's/Partner's Name	Mother's Name
BOISVERT, OWEN JOHN	01/05/2013	MANCHESTER,NH	BOISVERT, ERIK	NEVILLE, MEREDITH
MURPHY, OWEN HARRISON	01/22/2013	MANCHESTER,NH	MURPHY, MARK	MURPHY, SHANNA
TOUSIGNANT, HAILEY DAWNA	01/28/2013	CONCORD,NH	TOUSIGNANT, MICHAEL	TOUSIGNANT, DAWNA
FERNALD, GAVIN JAMES	02/07/2013	MANCHESTER,NH	FERNALD, BRETT	FERNALD, ERIN
RODGERS, NYLAH'SHAE ELIZABETH	04/23/2013	MANCHESTER,NH		TOBEY, SHANNON
LOCKWOOD, BRAYDEN ANTHONY	05/25/2013	MANCHESTER,NH	LOCKWOOD, ANTHONY	LOCKWOOD, HEATHER
CATALDO, CARTER JOSEPH	06/04/2013	NASHUA,NH	CATALDO, PERRY	CATALDO, KARLY
MORIN, CARSON DAVID	06/14/2013	MANCHESTER,NH	MORIN, JASON	MORIN, COURTNEY
MORIN, CONNOR CHRISTOPHER	06/14/2013	MANCHESTER,NH	MORIN, JASON	MORIN, COURTNEY
SHEVLIN, KAMDEN COULTER	07/19/2013	MANCHESTER,NH	SHEVLIN JR, KENNETH	SHEVLIN, JAIME
SHEVLIN, KEEGAN THOMAS	07/19/2013	MANCHESTER,NH	SHEVLIN JR, KENNETH	SHEVLIN, JAIME
KOESTNER, ELOISE LILAH	08/08/2013	MANCHESTER,NH	KOESTNER, DAVID	KOESTNER, KERRI
DUMONT, ACE PRESTON	09/15/2013	MANCHESTER,NH	DUMONT, ANDREW	DUMONT, ASHLEY
LOPEZ, KENDRA LYNN	09/15/2013	MANCHESTER,NH	LOPEZ, MICHAEL	LOPEZ, SHANNON

Total number of records 14

01/08/2014



**DEPARTMENT OF STATE  
DIVISION OF VITAL RECORDS ADMINISTRATION**

**RESIDENT DEATH REPORT**

**01/01/2013 - 12/31/2013**

**--AUBURN, NH --**

<b>Decedent's Name</b>	<b>Death Date</b>	<b>Death Place</b>	<b>Father's/Parent's Name</b>	<b>Mother's/Parent's Name Prior to First Marriage/Civil Union</b>	<b>Military</b>
PATNAUDE JR, ROBERT	01/22/2013	AUBURN	PATNAUDE SR, ROBERT	DUGGAN, MARGARET	N
REISER, SUSAN	01/30/2013	MANCHESTER	ANTONELLI JR, JOHN	CHARETTE, DOROTHY	N
MAILLET, KATHERINE	02/06/2013	AUBURN	OTT, HENRY	PETERS, DOROTHY	N
FOYE, CONSTANCE	02/11/2013	AUBURN	MARCOTTE, ROGER	GINGRAS, DORIS	N
TOPLIFF, HUBERT	03/08/2013	MANCHESTER	TOPLIFF, HARRISON	JORDAN, MARGARET	Y
ISHERWOOD, DEBORAH	05/29/2013	AUBURN	ISHERWOOD, CHARLES	TRENKA, LOUISE	N
WEAVER, MICHAEL	06/02/2013	AUBURN	WEAVER, VICTOR	BURT, LUCILLE	N
HUTCHINSON, BARBARA	06/04/2013	PORTSMOUTH	UNKNOWN, UNKNOWN	UNKNOWN, UNKNOWN	N
HRYCUNA, PHILIP	08/20/2013	MANCHESTER	HRYCUNA, MITROE	EATON, GRACE	N
CAMPEAU, DENISE	08/30/2013	PORTSMOUTH	POULET, EMILE	MARCOUX, MARIE-ANGE	N
JACOBSON, KRIS	10/06/2013	MANCHESTER	JACOBSON, NICHOLAS	MORAN, VIRGINIA	N
DEWEY, STEPHANY	10/21/2013	AUBURN	LYON II, JOHN	SAVAGE, MARJORIE	N
KUCHARCZYK, IRENE	10/29/2013	AUBURN	CORMIER, ADREIN	GAGNE, LILLIAN	N
ST JEAN, WAYNE	11/02/2013	AUBURN	ST JEAN, LEO	GAUDET, RITA	Y
HERRICK, DAVID	12/22/2013	MERRIMACK	HERRICK, STANLEY	MATTINSON, CLAIRE	Y

Total number of records 15

DEPARTMENT OF STATE  
DIVISION OF VITAL RECORDS ADMINISTRATION

RESIDENT MARRIAGE REPORT

01/01/2013 - 12/31/2013

-- AUBURN --

Person A's Name and Residence	Person B's Name and Residence	Town of Issuance	Place of Marriage	Date of Marriage
GEARTY, MICHAEL F AUBURN, NH	KRAUS, DANIELLE Y AUBURN, NH	AUBURN	MANCHESTER	01/12/2013
STUART, KEVIN W AUBURN, NH	MCPHILLIPS, ANNE F AUBURN, NH	AUBURN	AMHERST	01/19/2013
ARTEMIK, WILLIAM M AUBURN, NH	EDMUNDS, KAREN L WILTON, NH	AUBURN	MEREDITH	02/02/2013
THOMPSON, GUY W ORLANDO, FL	BELLOCHI, LAURA A AUBURN, NH	AUBURN	FRANCONIA	03/02/2013
LACHANCE, MARC M AUBURN, NH	TARNESS, CHRISTINA L GILFORD, NH	GILFORD	GILFORD	03/30/2013
MCGRATH, MICHAEL E AUBURN, NH	SALANGUIT, ANIE ROSE M AUBURN, NH	AUBURN	DERRY	05/24/2013
PLANTE, ANDREW M AUBURN, NH	KERRIGAN, ASHLEY L AUBURN, NH	AUBURN	WINDHAM	06/08/2013
GINGRAS JR, ROGER R AUBURN, NH	HALLSTROM, ALICIA A AUBURN, NH	AUBURN	MANCHESTER	06/15/2013
MACK, PAUL GOFFSTOWN, NH	PINARD, CAROLYN D AUBURN, NH	GOFFSTOWN	DOVER	08/31/2013
LEMAY, TYLER S MANCHESTER, NH	VANNI, KATHRYN E AUBURN, NH	AUBURN	HOLLIS	09/06/2013
THIBOULT, CODY J AUBURN, NH	GAGNON, MELISSA R AUBURN, NH	SALEM	DURHAM	09/07/2013

DEPARTMENT OF STATE  
DIVISION OF VITAL RECORDS ADMINISTRATION

RESIDENT MARRIAGE REPORT

01/01/2013 - 12/31/2013

-- AUBURN --

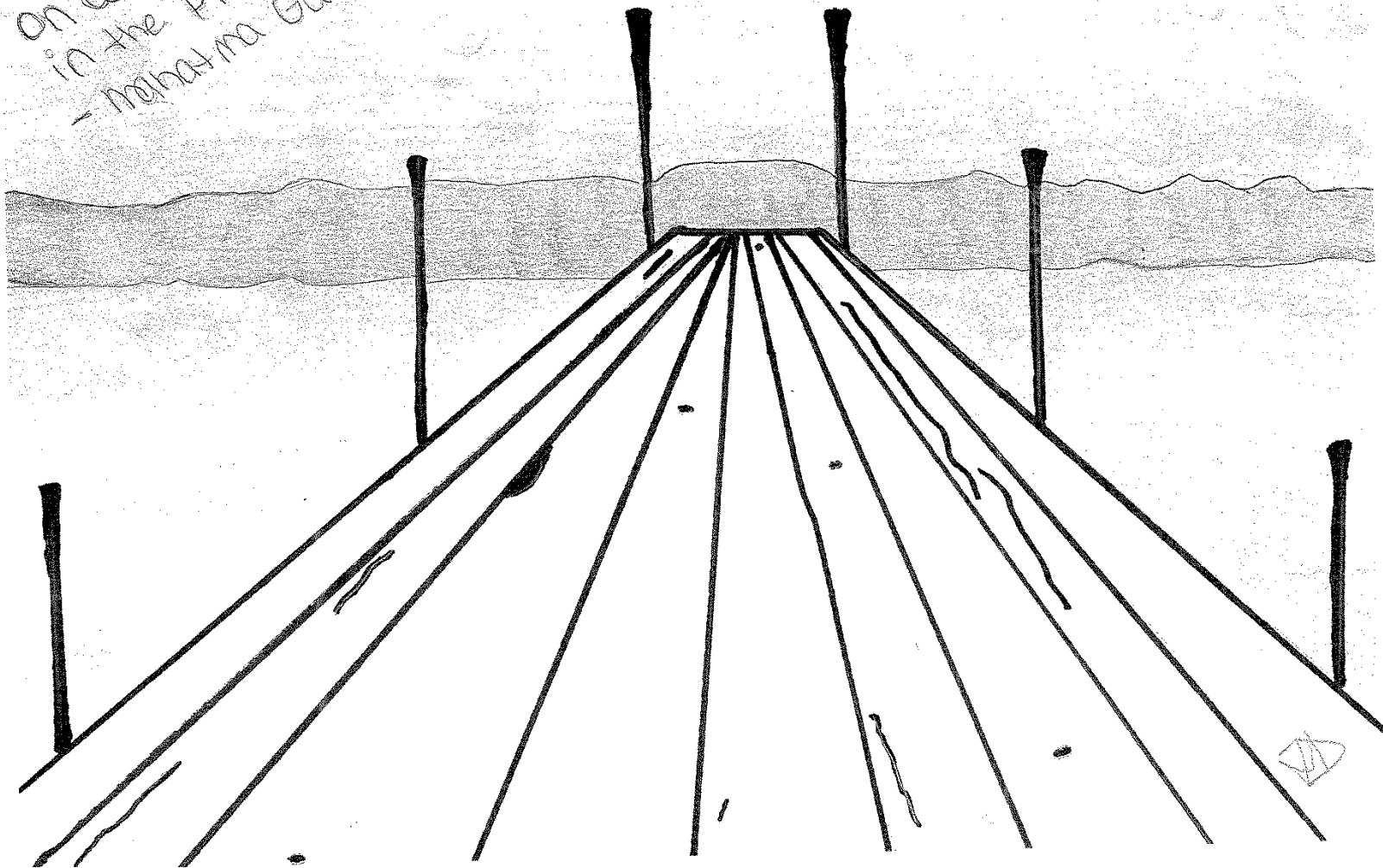
Person A's Name and Residence	Person B's Name and Residence	Town of Issuance	Place of Marriage	Date of Marriage
PROULX, MICHAEL J AUBURN, NH	BOULTER, SARAH J HAMPSTEAD, NH	AUBURN	DERRY	10/11/2013
KIEFER, BRIAN W AUBURN, NH	LABRIE, FELICIA M AUBURN, NH	AUBURN	MANCHESTER	10/12/2013
FRIOLET, JOSEPH L CHESTER, NH	MONOHON, AMANDA J AUBURN, NH	AUBURN	AUBURN	10/14/2013
O'NEIL, DANIEL F BELMONT, NH	KEEFE, BRITTANY D AUBURN, NH	AUBURN	MANCHESTER	10/19/2013
DUBOIS, FELICITA M SANDOWN, NH	GIARRUSSO, CRAIG J AUBURN, NH	SANDOWN	PELHAM	10/19/2013
DONLEY, CODY D AUBURN, NH	HANSEN, NICOLE L AUBURN, NH	AUBURN	AUBURN	12/23/2013

Total number of records 17

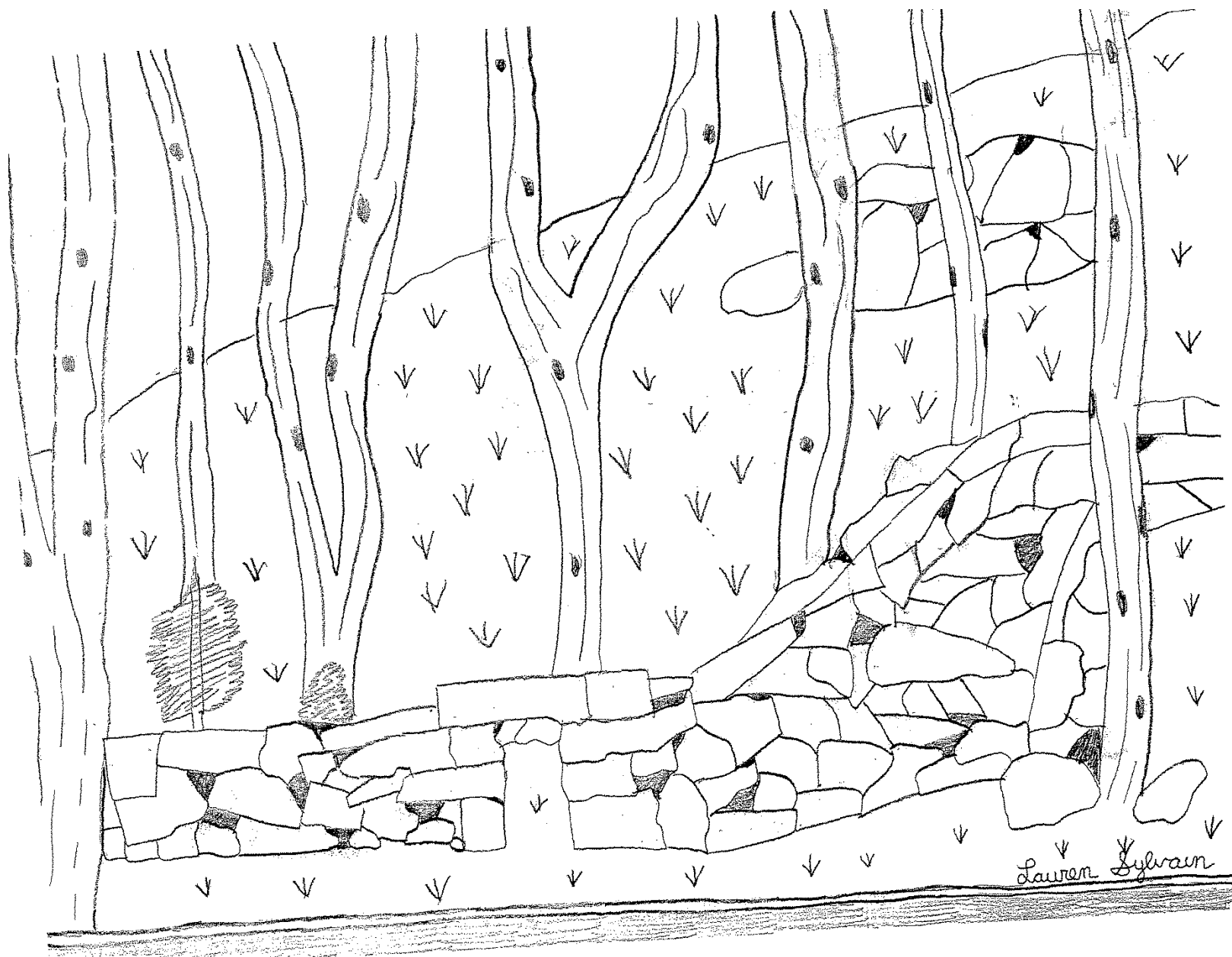
## **Art Contest**

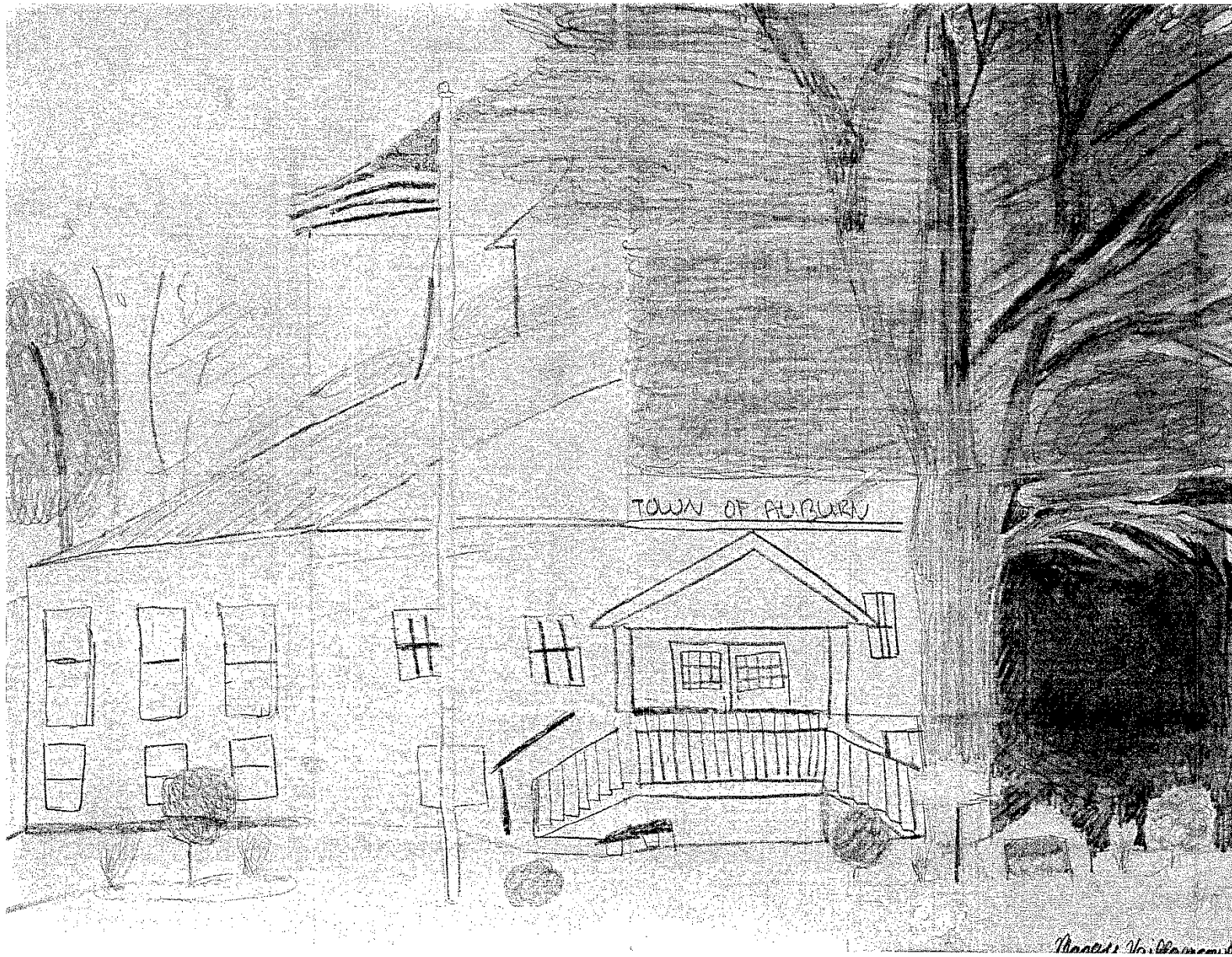
The following three pages represent the second place positions in an art contest done by students at Auburn Village School in the current school year. Each piece is to represent some view in the Town of Auburn. The first picture on page 99 was done by Taylor Dudek, the second piece on page 100 was done by Lauren Sylvain, and the final page 101 was done by Maggie Vaillancourt. Additional artwork was submitted by, Edith Aguirre, Sean Canavan, Avelina Carbone, Grace Daniele, Matt Furgal, Olivia Griffin, Rylee Scammon, Katilyn Turner, and Tuckerman Wozniak. The judges and Town want to thank them for their submissions and hope this collaboration between Auburn Village School, Auburn Police, Griffin Free Public Library, and Town Hall becomes a yearly tradition. Thank you as well for our judges; Police Chief, Edward Picard; Town Clerk, Joanne Linxweiller; Librarian, Ricky Sirois.

The future depends  
on what we do  
in the present  
- Mahatma Gandhi









# **AUBURN VILLAGE SCHOOL**

2014-2015 School Warrants & Budget

2012-2013 Annual School Reports

**Officers of the Auburn School District  
2013-2014**

**MODERATOR**

James Tillery  
*Term Expires 2016*

**CLERK**

Denise Royce  
*Term Expires 2016*

**TREASURER**

Linda M. Zapor  
*Term Expires 2016*

**SCHOOL BOARD**

Alan Villeneuve, Chair.....Term Expires 2016  
Chris Trickett, Vice Chair .....Term Expires 2014  
Brian D'Amelio, Clerk.....Term Expires 2015  
Anita Gildea.....Term Expires 2016  
Keith LeClair.....Term Expires 2014

**SUPERINTENDENT OF SCHOOLS**

Dr. Charles P. Littlefield

**ASSISTANT SUPERINTENDENT OF SCHOOLS**

Margaret W. Polak

**BUSINESS ADMINISTRATOR**

Karen F. Lessard

**ADMINISTRATIVE OFFICE**

School Administrative Unit #15  
90 Farmer Road  
Hooksett, New Hampshire 03106  
(603) 622-3731

**AUBURN SCHOOL DISTRICT MEETING MINUTES  
AUBURN, NH  
FEBRUARY 3, 2014**

Moderator, James Tillery, called the meeting of the Auburn School District to order at 7:00 p.m. on Monday, February 3, 2014. He then led the attendees in the Pledge of Allegiance.

Mr. Tillery reviewed the rules of the meeting and asked the Auburn School Board Members to introduce themselves. Chairman, Mr. Alan Villeneuve, Vice-Chairman, Mr. Chris Trickett, Mr. Brian D'Amelio, Mr. Keith LeClair and Ms. Anita Gildea; Superintendent, Dr. Charles P. Littlefield; Assistant Superintendent, Mrs. Margaret Polak; Business Administrator, Mrs. Karen Lessard; Principal, Mr. Sean Pine; Assistant Principal, Ms. Michel O'Rourke; Assistant Principal was in the audience, Director of Student Services, Mrs. Anne McSweeney; and School District Clerk, Ms. Denise Royce. Also in attendance was Diane Gorrow, Esq.

Mr. Tillery read each article and opened the floor for discussion.

- (1) To choose the following school district officers:
  - a) One School Board Member 3-year term
  - b) One School Board Member 1-year term
  
- (2) Shall the District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the Warrant, or as amended by vote of the first session, for the purposes set forth therein, totaling twelve million, four hundred ninety thousand, eight hundred eighty-six dollars (\$12,490,886)? Should this article be defeated, the default budget shall be twelve million, three hundred sixty-one thousand, six hundred seventy-two dollars (\$12,361,672), which is the same as last year, with certain adjustments required by previous action of the Auburn School District, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (This article does not include appropriations in any other warrant articles.) (Recommended by the School Board) (Recommended by the Budget Committee)

Alan Villeneuve spoke to Article 2.

Some discussion ensued with regard to the large increase noted for special education programs. At this time, Mr. Villeneuve explained the reason behind the large increase. Mr. Villeneuve made an amendment to the warrant article to now read as follows:

- (2) Shall the District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the Warrant, or as amended by vote of the first session, for the purposes set forth therein, totaling twelve million, four hundred fifty-six thousand, four hundred nineteen dollars (\$12,456,419)? Should this article be defeated, the default budget shall be twelve million, three hundred sixty-one thousand, six hundred seventy-two dollars (\$12,361,672), which is the same as last year, with certain adjustments required by previous action of the Auburn School District, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (This article does not include appropriations in any other warrant articles.) (Recommended by the School Board) (Recommended by the Budget Committee)

Chris Trickett seconded. Further discussion ensued with regard to this warrant article. Discussion ended, a vote was taken and the Moderator declared that Article 2 will appear on the ballot as amended above. Mr. Tillery asked for a motion to cease discussion on Article 2. Dennis Viera made a motion to cease discussion, seconded by Stoney Worster and discussion ended.

- (3) Shall the District vote to raise and appropriate up to the sum of seventy-five thousand dollars (\$75,000) to be placed in the Special Education Expendable Trust Fund established in March 2003? (Recommended by the School Board) (Recommended by the Budget Committee)

Anita Gildea spoke to Article 3. Alan Villeneuve seconded.

Some discussion ensued regarding the proposed rainy day fund. Mr. Tillery asked for a vote to cease discussion on Article 3. A vote was taken and the Moderator declared that Article 3 will appear on the ballot as written.

- (4) Shall the District vote to raise and appropriate the sum of ninety-three thousand one hundred dollars (\$93,100) for the purpose of funding Architectural and Engineering fees associated with a renovation and addition to the Auburn Village School? (Recommended by the School Board) (Recommended by the Budget Committee)

Brian D'Amelio spoke to Article 4. After a lengthy discussion, Dennis Viera of Pond View Drive wanted to amend Article 4 to change the sum from ninety-three thousand one hundred dollars to zero dollars (\$0). A vote was taken and the motion did not pass.

Kim Sargent of Manchester Road made a motion to move this from discussion. Susan Jenkins seconded. A vote was taken, and the Moderator declared that Article 4 will appear on the ballot as written.

- (5) Shall the District vote to discontinue the High School Transition Trust Fund created in 2011. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund. (Balance in this fund is zero) (Majority vote required) (Recommended by the School Board)

Chris Trickett spoke to Article 5 and said that this would zero out the line item. Mr. Tillery asked if there was any further discussion on Article 5. A brief discussion ensued and a vote was taken to discontinue discussion on Article 5. Audrey Trickett made a motion to cease discussion on Article 5. Mike DiPietro seconded. A vote was taken and the Moderator declared that Article 5 will appear on the ballot as written.

Motion to adjourn was made by Mr. Ouellette seconded by Mrs. Sargent, and the meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Denise Royce  
School District Clerk

## AUBURN SCHOOL DISTRICT WARRANT STATE OF NEW HAMPSHIRE

TO THE INHABITANTS OF THE SCHOOL DISTRICT, IN THE TOWN OF AUBURN, NEW HAMPSHIRE, QUALIFIED TO VOTE IN THE DISTRICT AFFAIRS:

### **First Session of Annual Meeting – Deliberative**

*You are hereby notified to meet at the Auburn Village School, 11 Eaton Road, in said District, on the 3<sup>rd</sup> day of February 2014, 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through 5. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended and (c) no warrant article shall be amended to eliminate the subject matter of the article.*

### **Second Session of Annual Meeting – Voting**

*Voting on warrant articles number 1 through 5 shall be conducted by official ballot to be held in conjunction with Town voting on the 11<sup>th</sup> day of March 2014. Polls will be open from 7:00 a.m. to 7:00 p.m. at the Auburn Village School.*

- (1) To choose the following school district officers:
  - a) One School Board Member 3-year term
  - b) One School Board Member 1-year term
- (2) Shall the District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the Warrant, or as amended by vote of the first session, for the purposes set forth therein, totaling twelve million, four hundred ninety thousand, eight hundred eighty-six dollars (\$12,490,886)? Should this article be defeated, the default budget shall be twelve million, three hundred sixty-one thousand, six hundred seventy-two dollars (\$12,361,672), which is the same as last year, with certain adjustments required by previous action of the Auburn School District, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (This article does not include appropriations in any other warrant articles.) (Recommended by the School Board) (Recommended by the Budget Committee)
- (3) Shall the District vote to raise and appropriate up to the sum of seventy-five thousand dollars (\$75,000) to be placed in the Special Education Expendable Trust Fund established in March 2003? (Recommended by the School Board) (Recommended by the Budget Committee)
- (4) Shall the District vote to raise and appropriate the sum of ninety-three thousand one hundred dollars (\$93,100) for the purpose of funding Architectural and Engineering fees associated with a renovation and addition to the Auburn Village School? (Recommended by the School Board) (Recommended by the Budget Committee)
- (5) Shall the District vote to discontinue the High School Transition Trust Fund created in 2011. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund. (Balance in this fund is zero) (Majority vote required) (Recommended by the School Board)

*Given under our hands and seal at said Auburn, New Hampshire, this \_\_\_\_ day of January, 2014.*

SCHOOL BOARD OF AUBURN, NEW HAMPSHIRE

Alan Villeneuve, Chair; Chris Trickett, Vice Chair; Brian D'Amelio, Clerk; Keith LeClair; Anita Gildea

**AUBURN SCHOOL DISTRICT  
14-15 PROPOSED BUDGET**

<b>Account Number / Description</b>	<b>12-13 Actuals 7/1/2012 - 6/30/2013</b>	<b>13-14 Approved Budget 7/1/2013 - 6/30/2014</b>	<b>14-15 Sch Bd Proposed 7/1/2014 - 6/30/2015</b>	<b>14-15 BC Proposed 7/1/2014 - 6/30/2015</b>	<b>Budget Committee (not recommended)</b>
1100 Regular Education Programs	3,177,028.10	3,447,976.45	3,395,932.98	3,395,932.98	-
1105 Regular Education High School Tuition	2,736,355.76	2,814,337.92	3,055,723.35	3,055,723.35	-
1200 Special Programs	2,081,204.71	2,128,061.50	2,507,760.59	2,507,760.59	-
1230 Extended School Year	27,634.60	27,717.00	28,816.99	28,816.99	-
1260 ELL	2,786.53	12,805.40	13,069.10	13,069.10	-
1270 ALPS	88,661.62	92,683.47	116,594.72	116,594.72	-
1410 School Sponsored Cocurricular Activities	16,518.55	15,249.96	19,342.88	19,342.88	-
1420 School Sponsored Athletics	22,843.91	29,373.60	29,479.99	29,479.99	-
1430 Summer School	6,628.50	7,308.60	7,308.60	7,308.60	-
2120 Guidance Services	150,237.64	154,066.11	160,860.60	160,860.60	-
2130 Health Services	126,033.50	147,741.59	164,006.57	164,006.57	-
2140 Psychological Services	150,167.96	104,131.85	100,648.84	100,648.84	-
2150 Speech Pathology & Audiology Svcs	158,277.22	165,932.79	169,850.45	169,850.45	-
2160 PT & OT Services	115,355.69	130,330.04	154,388.91	154,388.91	-
2190 Other Support Services - Student	4,469.73	4,190.20	4,316.25	4,316.25	-
2210 Improvement of Instruction Svcs	31,171.97	29,836.72	32,711.72	32,711.72	-
2220 Educational Media Services	92,342.80	92,402.06	96,806.82	96,806.82	-
2310 School Board Services	36,525.63	44,464.96	45,464.96	40,464.96	5,000.00
2320 Executive Administration Services	223,114.00	220,341.00	260,581.00	260,581.00	-
2410 Office of the Principal Services	345,522.17	393,573.53	397,576.88	397,576.88	-
2500 Business	4,095.31	3,375.00	3,750.00	3,750.00	-
2600 Operations & Maintenance of Plant Svcs	562,957.44	556,933.01	640,053.91	640,053.91	-
2700 Student Transportation Svcs	557,946.69	683,405.00	642,284.40	642,284.40	-
2814 Evaluation Services	750.00	750.00	750.00	750.00	-
2835 Health Services	130.00	500.00	250.00	250.00	-
2840 Information Management Services	160,842.27	155,566.50	220,068.29	214,178.29	5,890.00
2900 Support Services - Other	-	21,391.11	24,002.38	24,002.38	-
3100 Food Service	191,179.77	207,009.63	209,367.98	209,367.98	-
3300 Community Use of Facilities	-	1.00	1.00	1.00	-
4200 Building Acquisition & Construction Svcs	-	1.00	1.00	1.00	-
4300 Architect & Engineering Services	28,575.00	1.00	1.00	1.00	-
5120 Interest on Debt	-	1.00	1.00	1.00	-
5221 Transfer to Food Service	-	1.00	1.00	1.00	-
5230 Transfer to Capital Projects Fund	-	1.00	1.00	1.00	-
5252 Transfers to all Other Exp Trust Funds	100,000.00	25,001.00	1.00	1.00	-
<b>Operating Budget Total</b>	<b>11,199,357.07</b>	<b>11,716,462.00</b>	<b>12,501,776.16</b>	<b>12,490,886.16</b>	<b>10,890.00</b>



**AUBURN SCHOOL DISTRICT  
14-15 PROPOSED BUDGET**

<b>Account Number / Description</b>	<b>12-13 Actuals 7/1/2012 - 6/30/2013</b>	<b>13-14 Approved Budget 7/1/2013 - 6/30/2014</b>	<b>14-15 Sch Bd Proposed 7/1/2014 - 6/30/2015</b>	<b>14-15 BC Proposed 7/1/2014 - 6/30/2015</b>	<b>Budget Committee (not recommended)</b>
<b>Warrant Articles:</b>					
Special Education Expendable Trust Fund			75,000.00	75,000.00	-
Architect & Engineering Fees			93,100.00	93,100.00	-
<b>Total Warrant Articles</b>			<b>168,100.00</b>	<b>168,100.00</b>	

**Auburn School District  
14-15 Estimated Revenues**

Acct.#	SOURCE OF REVENUE	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Est. Revenues
	<b>REVENUE FROM LOCAL SOURCES</b>			
1300-1349	Tuition			
1400-1449	Transportation Fees			
1500-1599	Earnings on Investments	500	150	150
1600-1699	Food Service Sales	144,510	150,868	150,868
1700-1799	Student Activities			
1800-1899	Community Services Activities			
1900-1999	Other Local Sources	45,372	47,081	47,081
	<b>REVENUE FROM STATE SOURCES</b>			
3210	School Building Aid			
3220	Kindergarten Aid			
3215	Kindergarten Building Aid			
3230	Catastrophic Aid	19,178	40,000	40,000
3240-3249	Vocational Aid			
3250	Adult Education			
3260	Child Nutrition	2,500	2,500	2,500
3270	Driver Education			
3290-3299	Other State Sources			
	<b>REVENUE FROM FEDERAL SOURCES</b>			
4100-4539	Federal Program Grants	55,000	68,000	68,000
4540	Vocational Education			
4550	Adult Education			
4560	Child Nutrition	60,000	56,000	56,000
4570	Disabilities Programs	170,000	182,000	182,000
4580	Medicaid Distribution	60,000	60,000	60,000
4590-4999	Other Federal Sources (except 4810)			
4810	Federal Forest Reserve			
	<b>OTHER FINANCING SOURCES</b>			
5110-5139	Sale of Bonds or Notes			
5221	Transfer from Food Service-Spec.Rev.Fund			
5222	Transfer from Other Special Revenue Funds			
5230	Transfer from Capital Project Funds			
5252	Transfer from Expendable Trust Funds	200,748		
	<b>Supplemental Appropriation (Contra)</b>			
	<b>Voted From Fund Balance</b>	25,000		
	<b>Fund Balance to Reduce Taxes</b>	256,423		
	<b>Total Estimated Revenue &amp; Credits</b>	1,039,231	606,599	606,599

**Auburn School District  
14-15 Estimated Revenues**

		<b>**BUDGET SUMMARY**</b>		
		<b>Current Year</b>	<b>School Board's</b>	<b>Budget Committee's</b>
		<b>Adopted Budget</b>	<b>Recommended Budget</b>	<b>Recommended Budget</b>
<b>Operating Budget Appropriations Recommended (from page 3)</b>		11,716,462	12,501,776	12,490,886
<b>Warrant Articles Recommended</b>		0	168,100	168,100
<b>TOTAL Appropriations Recommended</b>		11,716,462	12,669,876	12,658,986
Less: Amount of Estimated Revenues & Credits (from above)		1,039,231	606,599	606,599
Less: Amount of State Education Tax/Grant		1,984,930	1,808,927	1,808,927
Estimated Amount of Local Taxes to be Raised For Education		8,692,301	10,254,350	10,243,460
<b>Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18: \$ 1,265,899</b>				
<b>(See Supplemental Schedule With 10% Calculation)</b>				

**AUBURN SCHOOL DISTRICT WARRANT  
STATE OF NEW HAMPSHIRE**

**TO THE INHABITANTS OF THE SCHOOL DISTRICT, IN THE TOWN OF AUBURN, NEW HAMPSHIRE, QUALIFIED TO VOTE IN THE DISTRICT AFFAIRS:**

**First Session of Annual Meeting – Deliberative**

You are hereby notified to meet at the Auburn Village School, 11 Eaton Road, in said District, on the 4<sup>th</sup> day of February 2013, 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 1 through 3. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended and (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended.

**Second Session of Annual Meeting – Voting**

Voting on warrant articles number 1 through 3 shall be conducted by official ballot to be held in conjunction with Town voting on the 12<sup>th</sup> day of March 2013. Polls will be open from 7:00 a.m. to 7:00 p.m. at the Auburn Village School.

- (1) To choose the following school district officer:

(a) Two School Board Members 3-year term

**574 Alan Villeneuve**

**594 Anita Gildea**

(b) For School District Moderator 3-year term

**760 James Tillery**

(c) For School District Clerk 3-year term

**83 Denise Royce - Write In**

(d) For School District Treasurer 3-year term

**752 Linda Zapora**

- (2) Shall the District vote to approve the cost items included in the collective bargaining agreement reached between the Auburn School Board and the Auburn Education Association, which calls for the following increase in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

Year 2013-2014

Estimated Salary Increases \$ 82,270

Year 2014-2015

Estimated Salary Increases \$111,433

Year 2015-2016

Estimated Salary Increases \$ 85,245

And further to raise and appropriate the sum of eighty-two thousand two hundred seventy dollars (\$82,270) for the 2013-2014 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? (Recommended by the School Board) Recommended by the Budget Committee)

**524 Yes**

353 No

- (3) Shall the District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the Warrant, or as amended by vote of the first session, for the purposes set forth therein, totaling eleven million, six hundred nine thousand, one hundred ninety-two dollars (\$11,609,192)? Should this article be defeated, the default budget shall be eleven million, four hundred thirty-seven thousand, six hundred ten dollars (\$11,437,610), which is the same as last year, with certain adjustments required by previous action of the Auburn School District, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. This article does not include appropriations in any other warrant articles.) Recommended by the School Board) Recommended by the Budget Committee)

**528 Yes**

343 No

- (4) Shall the District vote to raise and appropriate up to the sum of twenty-five thousand dollars (\$25,000) to be placed in the School Construction Expendable Trust Fund established in March 2002 for the construction, renovation, and expansion of school buildings and grounds? This sum to be funded from the June 30, 2013, undesignated fund balance (surplus) therefore no amount to be raised by taxation. (Recommended by the School Board) Recommended by the Budget Committee)

**660 Yes**

221 No

Given under our hands and seal at said Auburn, New Hampshire, this \_\_\_\_\_ day of January, 2013.

SCHOOL BOARD OF AUBURN, NEW HAMPSHIRE

Alan Villeneuve, Chair

Chris Trickett, Vice Chair

Brian D'Amelio, Clerk

Anita Gildea

Keith Leclair

## AUBURN SCHOOL DISTRICT REPORT OF THE SUPERINTENDENT OF SCHOOLS

I am pleased to make my eighth annual report to the Auburn School District. Having completed my eighth year as your Superintendent of Schools, I continue to be impressed with the commitment to excellence that is practiced daily by teachers, parents, support staff, the school administration and, most importantly, our children. In turn, I thank the Auburn community for its support of public schooling and for the high expectations that are held for the school district.

The 2012-2013 school year was one highlighted by both changes and accomplishments in the areas of curriculum, instruction, and assessment. Our efforts focused on implementation of a new middle school Language Arts program, a comprehensive Mathematics review and program adoption, and preparation for the transition to new academic standards.

This year, the final phase of the Language Arts curriculum cycle was completed with the introduction of a new middle school program. Last spring the SAU 15 Grade 6-8 Language Arts teachers along with their administrators chose *Holt McDougal Literature, the Common Core Edition*. This series includes a strong balance of classic and contemporary literature and diverse informational texts that progressively develop and apply students' ELA skills. Students will practice reading, writing, and speaking and listening by analyzing and producing an array of literary media. Teachers report that student skills and outcomes are demonstrating improvement.

Our mathematics curriculum and programs were scheduled for review in 2012-2013 as well. Last summer, our teachers and administrators closely examined the requirements of the Common Core State Standards in relation to current mathematics programs. It was determined that these programs did not meet the content expectations or rigor of these new standards. An investigation into programs closely aligned to the standards and the required rigor yielded three programs to be piloted in selected classrooms throughout the school district.

After a thorough review of these programs and corresponding research, *Math In Focus* was chosen for adoption in Grades K-8 beginning in the 2013-2014 school year. This program is especially strong in developing conceptual understanding. Throughout the series, concepts are taught moving through a sequence of concrete to pictorial to abstract. It focuses on fewer topics but teaches them thoroughly so they need not be retaught continually. We look forward to providing this opportunity for our students and families during the 2013-14 school year.

Next year, our efforts will also be focused on the implementation of the Common Core State Standards. These standards, adopted by the NH State Board of Education in July 2010, define the knowledge and skills students should have within their K-12 English Language Arts and Mathematics education so that they will graduate from high school able to succeed in college and careers and to be internationally competitive.

Ongoing support and training will be provided to faculty/staff to assist them in this important instructional transition. The district is committed to helping our students achieve at higher and more rigorous academic levels.

Students in grades 3-8 have continued to participate in NECAP (New England Common Assessment Program) assessments in mathematics, reading, writing and science. This assessment will be administered for the last time in 2013 before the shift is made to the Smarter Balanced Assessment beginning in the 2014-2015 school year.

The Auburn School District also uses NWEA, DIBELS, and other formative assessments to provide a more complete picture of student progress. Upon completion of each benchmark, teachers meet to analyze results, determine best instructional practices, and provide re-teaching or enrichment experiences.

On June 26, 2013, the New Hampshire Department of Education's request of the U. S. Department of Education for flexibility from certain requirements of the Early and Secondary Act of 1965 was granted. This request was based on principles related to standards, assessment and instruction; data to improve instruction; transforming struggling schools; and educator effectiveness. As a result, it is anticipated that we will explore administrator and teacher evaluation systems during the 2013-2014 school year.

During the 2012-2013 school year the Family and Consumer Science classroom was converted to a music room to accommodate the music program at Auburn Village School. This also allowed for a small room to be constructed so that the copier that used to be out in the hallway could be moved to a better location. The carpet and roofs were replaced in the two older portables. Our work continued with Design Day Mechanical to develop an RFP to look at our existing HVAC system to ensure everything was operating as designed. Energy Efficient Systems HVAC Test & Balance Services performed the work and provided us with a report, which indicated a list of items that needed to be addressed. All items were corrected with the exception of a few fresh air units, which are in the 2013-2014 budget to be replaced. The Turner Group performed an extensive building investigation of existing mechanical, plumbing, structural, and over all architectural building systems. That report is available on our website. We continue to work on the facility assessment to determine what our best options are for improvements at Auburn Village School.

In closing, I have nothing but positive feelings about the Auburn School District and our future. Thank you for allowing me to be your Superintendent. I am so proud of our teachers, our administrators, and most importantly our youngsters. A special thanks to Assistant Superintendent, Marge Polak and Business Administrator, Karen Lessard for bringing their unique talents to the District.

Respectfully submitted,

Charles P. Littlefield, Ed.D.  
Superintendent of Schools

## **AUBURN VILLAGE SCHOOL PRINCIPAL'S REPORT 2012-2013**

The 2012-2013 school year began on Wednesday, August 30<sup>th</sup>, with an enrollment of approximately 605 students in thirty classrooms from grades k-8. We had four new professional staff members join the Auburn learning community:

- Robin Bourassa – 6<sup>th</sup> Math
- Tim Hamilton – 8<sup>th</sup> Science
- Melissa Kolenski- Kindergarten
- Sonia McDaniel - Reading Specialist.

Building Administration changed this year. Principal Ron Pedro left us to pursue his dream of teaching at the collegiate level. His commitment to the students, staff, and parents of Auburn Village School was always his first priority. Principal Sean Pine was hired to continue the good work and high standards of the Auburn Village Staff. Prior to becoming our Principal, Mr. Pine served as the Assistant Principal at Auburn Village School. He was joined by Mrs. O'Rourke who moved from her teaching position here at AVS to become our Assistant Principal.

This school year we were pleased to be able to offer for the first time a Band program to our middle school students. The program was very successful and a number of concerts were held throughout the school year, including performing America the Beautiful at a Fisher Cats game in May. We are very pleased with the initial success of this program and look forward to watching it grow in the years to come.

Reading support was offered to students in all grade levels. Mrs. McDaniel, the Elementary Reading Specialist, supervised and provided support for students in grades K-4. While Mrs. Widdison provided reading support for students in grades 5 and 6. The two reading specialists also chaired the Student Assist Teams and served on the Language Arts Curriculum Committees at their respective levels.

Auburn Village School qualified for limited Title I funding for the 2012-2013 school year. These funds were used to partially fund the salary of the remedial math teacher. Math support is provided to selected students in grades 2-6. Qualification standards for services are determined by Title I grant requirements.

The Maintenance Department, under the direction of Peter Barbuto, worked diligently to provide a safe and clean learning environment for our students. We have continued the process of replacing old and worn carpeting with tile floor. Additionally, we replaced some classroom HVAC units to improve air quality.

Auburn School District used two assessment programs to monitor students' progress and plan accordingly. The primary students in grades K-2 were assessed in early reading skills a minimum of three times per year using Dynamic Indicators of Basic Early Literacy Skills (DIBELS). Students in grades 3-8 were assessed in the fall and spring using Measures of Academic Progress (MAP) testing from Northwest Evaluation Association (NWEA). The students were tested individually through the use of computers in the areas of reading and math. The New England Common Assessment Program was given to all students in grades 3-8 as required by the state in October.

The unified arts staff and other staff members worked with our 7<sup>th</sup> & 8<sup>th</sup> grade students in putting on a production of the musical *Wonka Jr.* to their peers, parents, and members of the greater Auburn community. Some students readied props, lights, and sound, while others sang, acted, and danced on stage. No matter what their role in this production, each student helped to make this a successful event.



In October, the 5<sup>th</sup> & 6<sup>th</sup> grade students participated in Fire Fighters' Challenge. We work closely with the Auburn Fire Department to coordinate this event. Students in 5<sup>th</sup> & 6<sup>th</sup> grade homerooms were given a theme and color. Based on these two items, the homerooms need to create a banner, door decoration, song, and mascot based on their topic of fire prevention. Students paraded onto the field and cheered on a boy and girl representative from each homeroom as they ran the Firefighter Challenge, which is a modified fire fighter obstacle course. Thank you to parents, the Fire Department, the Police Department and school staff assisting with the program.

Students in the 6<sup>th</sup> and 7<sup>th</sup> grades attended Camp MiTeNa for three days as a year ending culminating activity. Located in Alton, New Hampshire on Half Moon Lake, Camp MiTeNa provides students with activities including swimming, canoeing, kayaking, fishing, hiking, rope courses, zip lining, wall climbing, inline skating, archery, riflery, and much more. Students had the opportunity to participate in our Flower Power fundraiser to help defray the cost of the trip. We are also grateful for a number of full scholarships donated to us from staff members, parents, PTA, and Jack's Driving School.

Our Homework club continues to provide homework assistance to our middle school students after school three days a week. Two staff members provide academic support and organizational assistance to participating students. Yearly surveys of students, parents, and staff members continue to indicate strong support and appreciations for the program.

Our partnership with Southern New Hampshire University and has brought both the university and our school many advantages. We welcomed many student teachers to our building throughout the school year. Additionally, the college students in these classes assisted teachers and teams in our elementary and middle school. As part of their course work SNHU students were organized to work in the discipline of mathematics with our students. They also had the opportunity to observe and participate in classes within our building in order to apply their teaching and instructional methods.

Members of the administrative were invited to by SNHU to attend the 2013 Professional Development Schools' National Conference. A four-day conference in New Orleans in March. This conference supported the work being done with our partnership and served as a planning period for the year ahead.

Our PTA continues to serve our school community in multiple ways. A fundraiser and membership drive was held in the fall. Monster Mash was held in late October and was well attended by many of the Auburn community. The Holiday Gift Shop occurred in December and the Reflections program, a celebration of student art based on yearly themes, took place in January. The PTA hosted two Book Fairs in December and May. They also hosted other events including an Ice Cream Social during our September Open House, and an incredibly well attended Bingo night in March. The PTA helped our student body tremendously by making a large donation towards our Camp MiTeNa activity. This year we were fortunate to have the PTA sponsor two visits from Children's Stage Adventures. In the fall, Children's Stage Adventures worked with our elementary students in a production of the *Fisherman's Wife*. During the spring, Children's Stage Adventures was back to work with our middle school and kindergarteners in putting on a production of *The Princess and the Pea*.

The PTA School Volunteer Program again received the distinction of being selected for the Blue Ribbon of Excellence Award from the NH Partnership in Education for the 2012-2013 school year. This was the fourteenth consecutive year our volunteer group has been recognized for the excellence of its program. We appreciate all our volunteers who help with school projects, classroom activities, field trips and PTA business and events. Their gifts of time and effort, is greatly appreciated.

In June, we held our Middle School Awards Assembly to recognize positive accomplishments of our middle school students in academics and beyond. The entire middle school gathered to acknowledge and celebrate each other's achievements during the year. Awards were presented for academic excellence in all content areas.

Dollars for Scholars has been awarding scholarships to Auburn youth for twenty-six years. This year's scholarships were awarded at a simple ceremony in June. Congratulations to our scholars!

On June 25<sup>th</sup>, we held our Graduation ceremony for 78 eighth grade students. As always, graduation was a time of celebration and reflection. These students will be our first class to attend Pinkerton Academy.

The school year closed on June 26<sup>th</sup>, but the educational process has no end. It is a collaborative effort between the school, home and the community at large. We greatly appreciate all the support we receive from all members of the Auburn community.

Respectfully Submitted,  
Sean Pine  
Principal

## **SCHOOL BOARD CHAIR'S REPORT 2013**

On behalf of the Auburn School Board, it is my pleasure to issue this Annual School District Report. As you all know, the Auburn Village School is more than just our town's school for educating our 5 – 14-year old children. It is a community center, a place for recreation and gathering.

The Board members and I wish to give thanks and appreciation to our community for their continued support in helping us to provide the exemplary services to our students. We wish to thank in particular, our dedicated teachers and staff who continue to provide a high quality educational experience for the children of Auburn. We truly appreciate all that they do to make student learning their highest priority.

In June, we said goodbye to Mrs. Lucy Geddes. She was a stabilizing force as a teacher at Auburn Village School for many years and will be missed in our classroom. We wish her much happiness and success in retirement. THANK YOU!

In April longtime board member, Kathi Porter stepped down. Fortunately, for us she is still involved with our Master Planning Committee continuing to help our school community develop our improvement plans. We wish to thank her for having dedicated so much time and effort in helping to promote education initiatives here in Auburn. We appreciate her commitment to our community.

This is our first year of a new contract with Pinkerton Academy to educate our high school students. The transition has gone well with Pinkerton officials maintaining a high level of communication with our building administrators. We need to thank Kimberly Smith and Mark Wright for their tireless work in helping Auburn reach our educational goals representing us as our Pinkerton Trustees.

It is important to also give credit to our wonderful PTA. They continue to perform all sorts of hard work to promote growth and learning for our students. The volunteer membership is incredible putting on what are now staples in our community; Children's Stage Adventures, Monster Mash, and Book Fairs to name just a few. Auburn students are truly blessed.

The Board would also like to thank our administration for their hard work implementing a new school wide math program and working to fit in some curriculum items to match some of the recently enacted Common Core initiatives. We expect to reach the goals of Common Core on our way to achieving the success our community expects.

Auburn is part of SAU 15, which includes the Districts of Auburn, Candia and Hooksett. One responsibility as part of the SAU Board is to attend the quarterly meetings and share the responsibility of oversight of the SAU staff including the Superintendent. This year the SAU Board has not taken on any new initiatives but expects to complete a new website for each of the communities. If you would like more information regarding SAU roles and responsibilities please visit [www.sau15.net](http://www.sau15.net) for more information.

On behalf of each Board Member I offer our sincere appreciation for the active support of all those involved with the Auburn School District. We could not be as successful without your efforts!

Respectfully submitted,

Alan Villeneuve

Chair, Auburn School Board

# **SCHOOL ADMINISTRATIVE UNIT #15 SALARIES FISCAL YEAR 2012-2013**

Superintendent of School's Salary Breakdown by  
District share for the 2012-2013 fiscal year:

Assistant Superintendent of School's Salary  
Breakdown by District share for the 2012-2013  
fiscal year:

<u>District</u>	<u>Percentage</u>	<u>Amount</u>
Auburn	24.68	\$29,333.50
Candia	15.42	18,349.80
Hooksett	59.93	<u>71,316.70</u>
		\$119,000.00

<u>District</u>	<u>Percentage</u>	<u>Amount</u>
Auburn	24.65	\$24,363.60
Candia	15.42	15,240.80
Hooksett	59.93	<u>59,233.60</u>
		\$98,838.00

## **AUBURN VILLAGE SCHOOL ENROLLMENT REPORT**

**2012-2013**

*(as of October 1, 2012)*

<b>GRADE</b>	<u><b>K</b></u>	<u><b>1</b></u>	<u><b>2</b></u>	<u><b>3</b></u>	<u><b>4</b></u>	<u><b>5</b></u>	<u><b>6</b></u>	<u><b>7</b></u>	<u><b>8</b></u>	<u><b>TOTAL</b></u>
	39	64	61	74	72	69	67	72	79	597

### **HIGH SCHOOL**

<u><b>GRADE</b></u>	<u><b>9</b></u>	<u><b>10</b></u>	<u><b>11</b></u>	<u><b>12</b></u>	<u><b>TOTAL</b></u>	<b>Reg. Tuition/Pupil</b>	<b>SPED Tuition/Pupil</b>
Manchester	7	17	36	50	110	** \$ 8,300.00	\$19,825.67
Pinkerton Academy	78	45	35	34	192	\$20,015.79	\$16,466.96

\*\*This amount does not include capital costs.



## PLODZIK & SANDERSON

*Professional Association/Accountants & Auditors*

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX- 603-224-1380

### *INDEPENDENT AUDITOR'S REPORT*

To the Members of the School Board  
Auburn School District  
Auburn, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Auburn School District as of and for the year ended June 30, 2012, which collectively comprise the School District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Auburn School District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As discussed in Note 11 to the financial statements, management has not recorded the long-term costs of retirement health care and obligations for other postemployment benefits in governmental activities. Accounting principles generally accepted in the United States of America require that those costs be recorded, which would increase the liabilities and expenses of the governmental activities. The amount by which this departure would affect the liabilities, net assets, and expenses of the governmental activities is not reasonably determinable.

In our opinion, because of the effects of the matter discussed in the preceding paragraph, the government-wide financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the governmental activities of the Auburn School District as of June 30, 2012, or the changes in financial position thereof for the year then ended.

In addition, in our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of the Auburn School District as of June 30, 2012, and the respective changes in financial position thereof for the year then ended and the respective budgetary comparison for the general fund in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (pages 3 through 10) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Auburn School District's basic financial statements. The combining and individual fund financial schedules are presented for purposes of additional analysis and are not a required part of the financial statements. are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the financial schedules themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

February 8, 2013

*Plodzik & Sanderson  
Professional Association*

# AUBURN VILLAGE SCHOOL STAFF

**2012-2013**

## **PRINCIPAL**

Sean Pine

## **FACULTY**

Cheryl	Kaake	K
Melissa	Kolenski	K
Shelby	Moore	Gr. 1
Eileen	McDonald	Gr. 1
Melissa	Prunier	Gr. 1
Katelyn	Chace	Gr. 2
Jennifer	O'Toole	Gr. 2
Sherri	Smith	Gr. 2
Gail	Boucher	Gr. 3
Melanie	Pampel	Gr. 3
Christina	Spain	Gr. 3
Bonnie	Boucher	Gr. 4
Kristen	Cloutier	Gr. 4
Jessica	Duffy	Gr. 4
Karen	Fortier	Gr. 4
Katherine	Doar	Gr. 5
Carly	Laliberte	Gr. 5
Nell	Keif	Gr. 5
Joan	Marcotte	Gr. 5
Melissa	Desroche	Gr. 6
Christine	Caza	Gr. 6
Kathleen	Roggenbuck	Gr. 6
Angela	Cote	Gr. 7
Judith	Nesbitt	Gr. 7
Wendy	Smith	Gr. 7
Lorna	Gelinas	Gr. 8
Timothy	Hamilton	Gr. 8
Angela	Moser	Gr. 8
Jonathan	Wheeler	Gr. 8
Rhonda	Campbell	Special Education 1-5
Patricia	Clark	Special Education 1-5
Barbara	Keating	Special Education 1-5
Linda	Barton	Special Education 6-8
Amanda	Joaquin-Allan	Special Education 6-8

## **SPECIALISTS**

Matthew	Acker	Art
Matthew	Szopa	Band
Lisa	Pope	French
Jill	Kyzer	Gifted & Talented
Christana	Ouellette	Music
Stephen	Tewksbury	Physical Education
Brian	Goss	Technology Education
Susan	Hagerman	Psychologist
Sonia	McDaniel	Reading Specialist
Laura	Magargee	Primary Reading Support
Michelle	Widdison	Reading Specialist
Diane	Martineau	Math Support
Andrea	O'Neil	Computer
Peter	DiZoglio	Guidance (1-4)
Susan	Gannon	Guidance (5-8)
Wendy	Hankin	Speech Therapy
Theresa	Everett	Speech Therapy
Aimee	Johnson	Occupational Therapy
Joan	Kurr	Occupational Therapy
Cecilia	Creamer	ELL

## **ASSISTANT PRINCIPAL**

Michel O'Rourke

## **DIRECTOR OF STUDENT SERVICES**

Anne McSweeney

## **MEDIA**

Allison DiPietro  
Kim Prokopik

## **TECHNOLOGY**

Michael Lessard

## **NURSING**

Ellen Warecki  
Jodie Milewsky

## **MAINTENANCE**

Peter Barbuto	Robert Gilbert
Matthew Davidson	Ed Keane
Maryanne Dostie	

## **FOOD SERVICE**

Carole Whittemore, Director	
Kathy Bernatchez	Jennifer McCusker
Brenda Brown	Deborah Vail
Carol Gagnon	

## **ADMINISTRATIVE ASSISTANTS**

Lena Thayer	Front office
Donna Aubin	Front office
Denise Charbonneau	Special Education

## **PARAPROFESSIONALS**

Kim Black, Sister Ruth Anne Brighton, Elaine Burnap, Letitia Clater, Kristen Demaio, Lana Denaro, Stacy Dube, Heather Graves, Amanda Klemm, Mary McLaughlin, Laurie Mercier, Emily Mongeau, Karen Mulkern, Billie Mullen, Shannon Murray, Jeannine Plunkett, Emily Royce, Mariel Schier, Kim Smith, Robin Sullivan, Alyssa Thayer, Carol Theos, Barbara Willenbucher

## **AUBURN SCHOOL DISTRICT SPECIAL EDUCATION DIRECTOR'S REPORT 2012 – 2013**

During the 2012-2013 school year, the Auburn School District provided special education and educationally-related services to over 140 students between the ages of 3-21. These students have been identified through a comprehensive referral and evaluation process, and classified in one or more of the 14 areas of disability, as defined in state and federal regulations. The services provided by the Auburn School District are individually determined by a team of people, including parents, and are designed to ensure that each child's educational needs are met within the least restrictive environment, to the greatest extent that is possible and appropriate. The Auburn Village School also implements RTI – Response to Intervention –, which also works to provide services to children in a less restrictive environment.

A full range of special education and educationally-related services are available to Auburn students through our community-based preschool program, the K-8 Auburn Village School, Pinkerton Academy, and the Manchester High Schools. These services are described in the Auburn Special Education Policy and Procedure Manual located in the Auburn Village School Principal's Office, Special Education Office, and the Office of the Superintendent of Schools. Through our local Child Find Program, referrals for students between the ages of birth and 21 who are suspected of having an educational disability can be made at any time by contacting the Director of Student Services, Principal, or Superintendent. A Child Find Screening Clinic is held once a year and is advertised through the local media.

A continuum of educational environments is available for students identified with special needs between the ages of 3 and 21 to ensure access to the general curriculum. Opportunities for students include full or part-time participation in regular classrooms with consultation, accommodations or modifications, and/or special education instruction; small group or individual support within a resource setting and, in some instances, placements outside the local public schools. Numerous educationally-related services are also available, again, based upon students' individualized education programs. Related services include physical therapy, occupational therapy, speech-language therapy, counseling, and behavior management.

The Auburn School District annually receives federal special education funds. Project applications are submitted to the NH Department of Education for approval and funding. During the past school year, this entitlement money was used to support programming for students. A special education teacher, instructional aides, and occupational therapist were hired to provide direct services to students. The last couple of years have seen an increase in the number of students with more involved disabilities. The district contracted with consultants in the following support areas: positive behavioral interventions, a teacher of the deaf, a teacher of the visually impaired, programming for students with autism, multiply handicapped students, and high school transitions.

This year, federal funds were also used to provide support in programming for our youngest students - in preschool, and to monitor their growth and development, also. We have also used the federal funds for contracted evaluators, to enable us to complete all initial evaluations within the regulatory 45 days. Ongoing efforts are in place to help schools meet performance targets for students with disabilities. Activities focused on reviewing and adjusting our math instruction to be more in line with the Common Core Curriculum, providing training for our paraprofessionals, providing appropriate reading interventions, educating all students, behavioral interventions, and programming for students with autism spectrum disorder. Faculty and staff are currently working on making the transition to Common Core Instruction, and the upcoming Smarter Balanced Assessment.

On August 30, 1999, New Hampshire RSA32:11-a became effective. This law requires that each school district provide in its annual report an accounting of actual expenditures for special education programs and services for the previous two fiscal years, including offsetting revenues. This information is included in the Special Education Expenditure section of the School District Report.

Thanks are extended to the Auburn community for their efforts on behalf of all students and for their continued support of our students with educational disabilities.

Respectfully submitted,  
Anne McSweeney, Director of Student Services

**AUBURN SCHOOL DISTRICT  
SPECIAL EDUCATION EXPENDITURES  
PER RSA 32:11-a**

<b>Function Description</b>	<b>Function Code</b>	<b>Actual Cost 2010 - 2011</b>	<b>Actual Cost 2011 - 2012</b>
Special Education Costs	1200	\$ 1,815,062	\$ 1,881,773
Psychological Services	2140	56,855	67,992
Speech/Audiology Services	2150	147,600	149,870
Therapy and Contracted Services	2160	89,202	96,704
Transportation	2700	179,625	177,198
Federal Funds Handicapped Program		<u>201,865</u>	<u>167,690</u>
<b>Total Expenditures</b>		<b><u>\$ 2,490,209</u></b>	<b><u>\$ 2,541,227</u></b>

**Revenues**

Tuitions	\$ -	\$ 22,401
Catastrophic Aid	75,119	70,469
Federal Funds	<u>201,865</u>	<u>167,690</u>
<b>Total Revenues</b>	<b><u>\$ 276,984</u></b>	<b><u>\$ 260,560</u></b>



## HEALTH OFFICE REPORT AUBURN VILLAGE SCHOOL 2012-2013

To the Superintendent of Schools, Principal, School Board and Citizens of Auburn:

It is the end of a busy school year once again! Through the Health Office I have:

- ◆ Continued to offer yearly CPR classes to staff and now have approximately 30% of the staff certified. One of the members of the Auburn Fire Department volunteered his time to teach the class to our staff. Thank you!
- ◆ Maintain the school's Automatic External Defibrillator (AED), and updated policy and protocol regarding its use
- ◆ Assisted the SAU in the development of Policy JLCJ regarding concussions and head injuries
- ◆ Taught hand washing in all first grade classrooms and puberty education in 5<sup>th</sup> grade classrooms
- ◆ Provided clinical rotation experience in pediatrics for Saint Anselm's nursing students
- ◆ Served as Chairperson for the School Wellness Committee whose activities included
  - P.A.C.K. (Pack Assorted Colors for Kids) Week for all students to encourage eating more fruits and vegetables.
  - Continued development and use of a school garden that has been used as part of the educational curriculum
  - Participated in our school's Earth Day Celebration. The celebration was arranged by our garden committee. I made and served fruit and vegetable smoothies to students grades K-5
  - Developed and instituted policy EFA regarding food served by schools outside of the school breakfast/lunch program to comply with new federal law and NHDOE regulations
- ◆ Served on the Emergency Management Committee
- ◆ Served as the liaison for employee health benefits and coordinator for our employee health challenge
- ◆ Developed 504 plans as needed for appropriate students
- ◆ Attend special education student meetings as needed and implement Individual Health Care Plans for students with chronic health conditions or allergies
- ◆ Monitor immunization status of students, addressing noncompliance as needed
- ◆ Organized and carried out ski/bike helmet ordering program
- ◆ Served as ski program chaperone for elementary program January-February
- ◆ Monitored height and weight of students and screened students at various grade levels for vision or hearing issues and scoliosis
- ◆ Developed bimonthly health educational bulletin board located outside the Health Office
- ◆ Provided diagnosis and referral for acute health care problems, first aid, monitoring of chronic health care conditions, and counseling to over 650 students and staff as needed

Thank you to all school staff, parents, and students and have a healthy coming year!

Ellen Warecki MS, APRN

<b>Health Services Rendered</b>	<b>Number of visits</b>
Assessment/treatment of illness	5,637
Assessment/ treatment of injury	1,545
Scheduled visits	172
Medications: number of doses given	2,470
Health screenings	1,332
Non-visits for healthcare plans, meetings, immunization tracking etc	121

**AUBURN VILLAGE SCHOOL  
2013 GRADUATES**

Hannah R. Archambault  
Ethan Joseph Babb  
Delia Anne Ballerini  
Patrick Bastek  
Jordan Avery Bernaiche  
Justin Blais  
Kevin Scott Bolduc  
Kyle Joseph Brown  
Peter R. Chiachio IV  
Samantha L. Cole  
Rose P. Colvin  
Mark Comeau II  
Daniel Lane DeGroot  
Allison Jo Demirjian  
Julia Ann Denaro  
Lukas Donald Dobe  
Deidre Nova Dodge  
Zackary Farnum  
Travis John Fehrenback  
Michael Brian Francis  
Taylor Leigh Frost  
Mitchell Philip Gagnon  
Amber Rose Gallinaro  
Jeremiah Isaac Garcia  
Alec Ignacio Gende  
Carl Gessau  
Dylan James Giallongo  
Emma Gosselin  
Hunter Graves  
Jesse Churchill Groce  
Addam Guinesso  
Erika Guy  
Jennie Hadley  
Nathan Hansen  
Demick Aydin Hobbs  
Megan Jarvis  
Brian Jean  
Lexi Jean  
Nick Jean  
Corey S. Krochmal

Megan Catherine LaBrecque  
Kyra Lacerte  
Alayna Suzanne LaFave  
Aimee C. Laliberte  
Margo Lamy  
Nicole Marie Longval  
Conner A. Lorenz  
Kyle Nicholas Makris  
Kaitlyn Christine McColligan  
Kyle McCusker  
Cameron Matthew McQueeney  
Sierra Jessica Miller  
Lucille Rose Morin  
Christopher Mottola  
Hannah Elizabeth Mullaney  
Sara J. Neild  
Brendan Christopher Newell  
Noelle Megan Owen  
Marisa Jannelle Palmer  
Matthew Neil Peirce  
Jesse John Philbin  
Eric J. Reardon  
Adam Lee Remillard  
Jonathan M. Robidoux  
Elyssa Cealia Rolfe  
Olivia Lyn Rose  
Laura Shepherd  
Jocelyn McKenzie Smagula  
Madison Smith  
Laura Stanieich  
Joey T. Stefanile  
Joseph Tardiff  
Daniel-Jonathan Michael Tester  
Brian J. Therrien  
Kyle Eric Vachon  
Brian W. Walkey  
Olivia Valorie Wilson  
Daniel Wood  
Matthew Lawrence Wright  
Travis Aaron Zuchowski

# NOTICE

If you own real estate lots that were involuntarily merged by municipal action, you may be able to have those lots restored to their pre-merger status.

Your property may qualify if two or more lots were merged for zoning, assessing, or taxation purposes and the merger occurred:

- During your ownership, without your consent; or
- Prior to your ownership, if no previous owner consented to the merger.

To restore your property to pre-merger status, you must:

- Make a request to the local governing body
- No later than December 31, 2016.

Once restored:

- Your properties will once again become separate lots; however, they must still conform to applicable land use ordinances. Restoration does not cure non-conformity.

*Read the full statute at RSA 674:39-aa Restoration of Involuntarily Merged Lots.*

## Auburn Town Facilities Information

<b>Board of Selectmen</b> <b>483-5052 Ext. 2</b> <b>PO Box 309, Auburn NH, 03032</b> Monday 8:00 AM - 4:30 PM Tuesday 8:00 AM - 4:30 PM Wednesday 8:00 AM - 4:30 PM Thursday 8:00 AM - 4:30 PM Friday 8:00 AM - 4:30 PM	<b>Tax Collector</b> <b>483-2281 Ext. 1</b> <b>PO Box 146, Auburn NH 03032</b> Monday 10:00 AM - 7:00 PM Tuesday CLOSED Wednesday 8:00 AM - 2:00 PM Thursday 8:00 AM - 2:00 PM Friday 8:00 AM - 12:00 PM	<b>Waste Management Inc.</b> <b>668-6441</b> <b>249 Londonderry Tpk, Auburn NH</b> Monday 7:00 AM - 5:00 PM Tuesday 7:00 AM - 5:00 PM Wednesday 7:00 AM - 5:00 PM Thursday 7:00 AM - 5:00 PM Friday 7:00 AM - 5:00 PM Saturday 7:00 AM - 3:00 PM
<b>Building Inspector</b> <b>483-0516 Ext. 3</b> <b>PO Box 309, Auburn NH, 03032</b> Monday 8:00 AM - 12:00 PM Tuesday 8:00 AM - 12:00 PM Wednesday 8:00 AM - 12:00 PM Thursday 8:00 AM - 12:00 PM Friday CLOSED	<b>Town Clerk</b> <b>483-2281 Ext. 1</b> <b>PO Box 309, Auburn NH, 03032</b> Monday 10:00 AM - 7:00 PM Tuesday CLOSED Wednesday 8:00 AM - 2:00 PM Thursday 8:00 AM - 2:00 PM Friday 8:00 AM - 12:00 PM	<b>Mailing Info &amp; Phone Number</b> * Animal Control Officer 623-5243 * Auburn Village School 4 Eaton Hill Road 483-2769 483-5144 Fax * Audubon 668-2045 * Fire Department 6 Pingree Hill Road Emergency 911 Non Emergency 483-8141 * Lions Club Dave Rogers 627-1036 * Parks & Recreation auburnrecdept@aol.com * Police Department 55 Eaton Hill Road Emergency 911 Non Emergency 483-2134 * Road Agent 303-4223 * Town Hall 47 Chester Road 483-0518 Fax
<b>Planning Board Secretary</b> <b>483-5052 Ext. 4</b> <b>PO Box 309, Auburn NH 03032</b> Monday 8:30 AM - 3:30 PM Tuesday 8:30 AM - 3:30 PM Wednesday 8:30 AM - 3:30 PM Thursday 8:30 AM - 3:30 PM Friday CLOSED	<b>Griffin Free Public Library</b> <b>Phone: 483-5374 Fax: 483-0483</b> <b>PO Box 308, Auburn NH 03032</b> Monday CLOSED Tuesday 10:00 AM - 6:00 PM Wednesday 1:00 AM - 8:00 PM Thursday 10:00 AM - 6:00 PM Friday 10:00 AM - 5:00 PM Saturday 10:00 AM - 2:00 PM	
<b>Post Office</b> <b>483-5428</b> Monday-Friday 7:30 AM - 11:00 AM 1:00 PM - 5:00 PM Saturday 7:30 AM - 12:00 PM	<b>Residents Property</b> <b>Assessment OnLine</b> Go to <a href="http://www.auburnnh.us">www.auburnnh.us</a> Click on the "Assessment Data Review Online" at bottom of home page. Check subscriber User name = public User password = public (case sensitive)	